

**POWELL COUNTY SCHOOLS
JOB DESCRIPTION**

POSITION TITLE: WASTE MANAGEMENT COORDINATOR

REPORTS TO: Chief Operations Officer

SUPERVISES: N/A

BASIC FUNCTION:

Develop, maintain and assist with designing a District-wide recycling program to meet the needs of the District; manage the waste disposal program; manage and oversee sewage treatment facilities for assigned schools.

REPRESENTATIVE DUTIES:

- Manage the waste disposal program; monitor the program at assigned District facilities; contract work with waste disposal organizations.
- Manage, oversee and monitor sewage treatment facilities within the school District.
- Assure compliance with federal, State and local regulations related to sewage treatment facilities.
- Develop, prepare, maintain and submit records and reports related to waste disposal.
- Evaluate and recommend changes of established District programs.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal, State and local regulations and guidelines related to sewage treatment facilities and waste disposal.
- Training and instructional methods.
- Proper methods of storing equipment, materials and supplies.
- District recycling and waste disposal programs.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.

ABILITY TO:

- Communicate effectively both orally and in writing.
- Report safety hazards and need for maintenance and repair.
- Perform minor maintenance and repair.
- Meet schedules and time lines.
- Work cooperatively with others.
- Observe health and safety regulations.
- Understand and follow oral and written directions.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Work independently with little direction.
- Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law and three years increasingly responsible experience involving sewage and waste disposal.

LICENSES AND OTHER REQUIREMENTS:

Valid Kentucky driver's license.

This position may require a valid Wastewater Treatment Plant Operators License or a Limited Certificate of Competency granted by the Ky Energy and Environmental Cabinet.

Most recent approval by the Powell County Board of Education	Date:
Printed name of employee receiving job description.	
Employee Agreement: I have read and fully understand the foregoing job description and am aware of nothing that would prohibit my performing those duties in a competent, efficient manner.	
Employee Signature:	Date: