

Recommended Job Duties for Solid Waste Coordinators

SOLID WASTE COORDINATORS (SWC):

Under state legislation passed in 1991, county governments were given the primary responsibility for managing solid waste collection, disposal and resource conservation in their communities. This legislation brought about the need for solid waste coordinators. In fact, in order to qualify for illegal dump grant funding, local governments are required to employ a solid waste coordinator with enforcement powers necessary to implement all of the components of the solid waste management plan [or alternatively employ a solid waste coordinator and an enforcement officer with powers to implement all components of the plan].

Although the specifics of solid waste coordinator duties are determined by the employer at the local level, generally, solid waste coordinators are responsible for the following activities:

- ◆ coordinating collection, disposal, recycling and other solid waste services
- ◆ drafting and implementing solid waste management plans (5-year plans)
- ◆ compiling information for annual reports
- ◆ applying for grant funding (tires, litter abatement, dump cleanups, recycling)
- ◆ overseeing litter and dump clean-ups
- ◆ enforcing local ordinances
- ◆ organizing community cleanup events
- ◆ educating the community about solid waste issues

EXAMPLES OF SWC DUTIES:

- ◆ Assists with coordinating and implementing the Solid Waste Management Plan.
- ◆ Utilizes enforcement powers to ensure compliance with solid waste ordinances.
- ◆ Participates in the enforcement of County Solid Waste Ordinances.
- ◆ Assists with the establishment of recycling programs.
- ◆ Monitors collection systems to determine the effectiveness of collecting solid waste.
- ◆ Assists the county/waste district with implementing and improving waste collection.
- ◆ Assists the county/waste district with disposal options for in-area waste.
- ◆ Maintains a comprehensive list of open dumps and coordinates dump cleanups.
- ◆ Develops budgets and writes grant requests for solid waste management activities.
- ◆ Establishes public education programs on solid waste for schools and adults.
- ◆ Speaks before civic organizations and communities on waste management issues.
- ◆ Provides information to the public on solid waste issues and activities.

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ADVANTAGES TO EMPLOYING A FULL-TIME SWC:

- ◆ Enables solid waste tasks to be carried out on a day-to-day basis.
- ◆ Provides for a single point of contact for solid waste issues.
- ◆ Improves record-keeping and ability to provide technical assistance.
- ◆ Facilitates the development of solid waste management programs.

SUGGESTED STEPS IN HIRING A SWC:

- ◆ Governing body should decide the qualifications required for the position.
- ◆ Governing body should clearly define the responsibilities for the position.
- ◆ Governing body should establish the position by ordinance or resolution.
- ◆ Governing body should advertise position and set up interviews.
- ◆ Governing body should select most qualified person based on merit.

ROLE OF THE SWC IN IMPLEMENTING THE SOLID WASTE MANAGEMENT PLAN:

- ◆ Schedule meetings and events.
- ◆ Maintain documentation of completed plan implementation tasks.
- ◆ Work with the advisory committee and governing body.
- ◆ Keep implementation activity in compliance with the plan.
- ◆ Coordinate plan amendment actions.

ROLE OF SWC IN COORDINATING THE ILLEGAL OPEN DUMP PROGRAM:

- ◆ Schedule the clean-up of open dumps (determine the month/year per clean-up).
- ◆ Assess the site for types of waste dumped and develop cost estimates.
- ◆ Communicate information to the governing body, advisory committee, county judge-executive, county road department and local disposal facility on a continuing basis.
- ◆ Seek the assistance from other agencies or organizations to identify dumps.
- ◆ Obtain needed authorizations before beginning clean-up activities.
- ◆ Conduct periodic windshield surveys, map and prioritize dump clean-ups.
- ◆ Meet with advisory committee and governing body to prioritize clean-ups.
- ◆ Provide information to the county attorney during the prosecution of cases.
- ◆ Compile information on site locations, costs, citations, court decisions, etc.
- ◆ Annually evaluate the following items with the advisory committee, governing body, county attorney, district judge, and county judge-executive: revenue sources, costs, manpower, equipment needs, enforcement actions, sites cleaned up, new sites located and public education.

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ROLE OF SWC IN ENFORCEMENT:

- ◆ Seek assistance from the county attorney to amend or develop ordinances.
- ◆ Establish specifications for items such as: waste containers and collection vehicles.
- ◆ Establish standards for the type of waste collection system to be used.
- ◆ Establish penalties for open dumping and littering.
- ◆ Establish penalties for non-participation in collection services.
- ◆ Seek assistance from the County Attorney or Local Assistance Section.
- ◆ Oversee and enforce conditions of permits, franchise contracts, etc.
- ◆ Work with local law enforcement agencies to cite open dump/littering violators.
- ◆ Establish "hotline" for local residents to report open dump/littering violations.
- ◆ Establish enforcement procedures and maintain documentation.
- ◆ Serve as an inspection officer: check loads for waste tonnage and waste types at municipal solid waste disposal facilities (if possesses minimum qualifications as a cabinet representative; 401 KAR 40:060 and KRS 109.042;).

ROLE OF SWC IN RECYCLING PROGRAMS:

- ◆ Develop public awareness/need for participation in recycling programs.
- ◆ Arrange for recycling services, collection bins, curbside recycling systems, etc.
- ◆ Help the governing body identify markets.
- ◆ Contact the Division of Waste Management for information.
- ◆ Seek information from other solid waste coordinators.
- ◆ Gather information on waste streams: quantity of wastes landfilled vs. recycled.
- ◆ Identify recycling facilities accepting area recyclables.
- ◆ Provide cost figures regarding cost-effective operations for the planning area.

ROLE OF SWC IN PROVIDING INFORMATION AND EDUCATION:

- ◆ Work with teachers to initiate a curriculum guide for all grades.
- ◆ Utilize Resources from the Kentucky Environmental Education Council.
- ◆ Utilize Resources provided by the Local Planning and Assistance Section.
- ◆ Increase public awareness and participation.
- ◆ Use Chamber of Commerce to reach local business and industry.
- ◆ Publish articles and advertisements in local newspapers.
- ◆ Sponsor workshops and speak at community clubs and civic organizations, etc.
- ◆ Coordinate and issue press releases.

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ROLE OF SWC IN BUDGET AND GRANT PROGRAMS:

- ◆ Draft the annual budget for carrying out solid waste management operations.
- ◆ Complete applications for the county or waste management district's participation in the state solid waste grant programs and seek out other sources of funding, such as the Kentucky Department of Conservation or the U.S. EPA.

IMPORTANT DATES FOR SWC's TO REMEMBER:

Solid Waste Management Plans - Updated every 5 years; current cycle is 2018-2022.

Solid Waste Annual Reports - Counties to submit to state annually on March 1.

Commonwealth Cleanup Week - Promoted annually - 3rd Week of March.

Community Cleanup Events - Typically during spring and fall.

Waste Collector and Recycler Registration (DEP 5033) - To counties by February 1.

Site Visits and Conference Calls - RLA staff are available upon request year-round.

Solid Waste Annual Trainings - Held annually (June 1 - Oct 1) at local ADD offices.

Solid Waste Annual Trainings for New Coordinators - Each February.

Solid Waste Annual Workshop - Hosted by Division of Waste Management each year.

Grant Programs - Dates are outlined in **Grants Timeline**.

Grant Programs :

- ◆ Litter Abatement
- ◆ Illegal Open Dump Cleanups
- ◆ Recycling Programs
- ◆ Household Hazardous Waste Collection
- ◆ Composting Projects
- ◆ Crumb Rubber Projects
- ◆ Waste Tire Disposal
- ◆ Rubber Modified Asphalt (pilot program)