

## METRO Classification Description

**Title:** Assistant Solid Waste Planner

**Bargaining Unit:** AFSCME 3580

**Job Code:** 0343

**Established:**

**Pay Range:** 16

**Revised:** 2007

**FLSA Status:** Exempt – Professional, Learned

### **Classification Summary:**

Perform a variety of entry-level solid waste planning and analysis assignments including perform research, organize, and summarize data, under supervision; maintain databases; and provide support for solid waste projects.

### **Supervision Received:**

Supervision is received from a Supervisor or Manager.

### **Supervision Exercised:**

May lead the work of temporary staff, interns or volunteers.

### **Distinguishing Features:**

The Assistant Solid Waste Planner classification is distinguished by the performance of entry-level professional assignments under close supervision or clearly defined direction. The Assistant Solid Waste Planner classification is the first level of a three-level career progression series (Assistant, Associate, and Senior). Specific career progression information is listed in the *Advancement Criteria* section of the classification description.

### **Essential Functions:**

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Collects and organizes information affecting solid waste projects, policies, and recommendations.
2. Assists in the development of reports and data summaries.
3. Maintains databases and performs data entry and technical information for computer analysis and report generation.
4. Remains current on public policy and legislation related to solid waste issues.
5. Answers technical and routine inquiries; provides information to agencies, contractors, consultants, and the public as directed.

## **METRO**

### **Classification Description**

#### **Secondary Functions:**

1. Performs other related duties as assigned.

#### **Job Specifications:**

One year of relevant experience including research, analysis, and report writing and a Bachelor's degree in science, public administration or related field; or any combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the job.

#### **Knowledge, Skills and Abilities:**

1. Knowledge of general solid waste issues and processes
2. Ability to compile information into reports and presentations
3. Ability to work independently and as part of a team
4. Ability to collect and perform analysis and make recommendations
5. Knowledge of and ability to use a computer

#### **Advancement Criteria:**

Advancement from the Assistant Solid Waste Planner classification to the Associate Solid Waste Planner classification depends on the business needs of the department and the qualifications of the employee.

1. Department Director must verify that there is a need for incumbent to perform Associate-level duties. Business need determines the opportunity – advancement is not guaranteed.
2. Incumbent is required to serve a minimum of one (1) year in the Assistant level classification. However, two (2) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Assistant level classification to the Associate level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the Associate level classification, as determined by the direct supervisor with the written approval of the department director.
4. Incumbent must demonstrate a willingness to lead in their own professional development by taking on new challenges when they are identified and offered.
5. Incumbent must have completed all mandatory training through the Metro Human Resources department (*Harassment & Discrimination Awareness, Performance Evaluation Process*).
6. Incumbent must have completed training related to the Regional Leadership Initiative, as identified by incumbent's supervisor.

## **METRO**

### **Classification Description**

**Working Conditions:**

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Duties are primarily performed in an office environment, while sitting at a desk or computer terminal. May spend time in an outdoor environment collecting data. This position may require frequent periods of talking, sitting, bending, grasping, handling, feeling and repetitive motions of the hands and/or wrists and requires good general hearing (both in person and over the phone). May also require occasional walking, reaching and lifting and/or carrying up to 10 pounds. Incumbent is required to attend offsite meetings during and after normal work hours.