

## METRO Classification Description

**Title:** Associate Solid Waste Planner

**Bargaining Unit:** AFSCME 3580

**Job Code:** 0344

**Established:**

**Pay Range:** 18

**Revised:** 2007

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

### **Classification Summary:**

Perform a variety of mid-level solid waste planning and analysis activities including provide technical and administrative support for solid waste projects; develop and maintain databases; perform research and analysis; evaluate proposals; and prepare reports.

### **Supervision Received:**

Supervision is received from a Supervisor or Manager.

### **Supervision Exercised:**

May lead the work of lower-level planners, temporary employees, interns or volunteers.

### **Distinguishing Features:**

The Associate Solid Waste Planner classification is distinguished from the Assistant Solid Waste Planner classification by the ability to perform more complex tasks independently and assist in policy formulation and evaluation. The Associate Solid Waste Planner classification is the second 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. Conducts research on elements affecting solid waste projects; analyzes data to determine potential effects of various policies and develops recommendations.
2. Develops and presents reports and data summaries.
3. Collects and organizes technical information for computer analysis and report generation.
4. Remains current on public policy, planning strategies, and legislation related to solid waste issues.
5. Liaise between Metro administrative and technical staff, contractors, consultants and the public to provide and gather information.

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6. Attends public meetings; provides technical information.
7. May assist in training new staff in area of specialty.

**Secondary Functions:**

1. Performs other related duties as assigned.

**Job Specifications:**

Two years of experience including research, analysis, and report writing or public policy development 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. Ability to communicate effectively both orally and in writing
2. Knowledge of solid waste issues and processes
3. Ability to work independently and as part of a team
4. Ability to perform analysis and make recommendations
5. Ability to organize and conduct solid waste research studies independently
6. Ability to present findings via reports and formal presentations
7. Knowledge of public policy development processes and practices
8. Knowledge of and ability to use a computer

**Advancement Criteria:**

Advancement from the Associate Solid Waste Planner classification to the Senior 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 senior-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 Associate level classification. However, three (3) years represents the typical amount of time needed for incumbent to fully demonstrate the ability to advance from the Associate level classification to the Senior level classification.
3. Incumbent must demonstrate the ability to perform all of the duties in the senior 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.

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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.

### **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.