

METRO Classification Description

Title: Principal Solid Waste Planner

Bargaining Unit: AFSCME 3580

Job Code: 0346

Established:

Pay Range: 22

Revised: 2007

FLSA Status: Exempt – Professional, Learned

Classification Summary:

Perform highly skilled solid waste planning, analysis and/or implementation involving a variety of the most critical solid waste management projects. The Principal Solid Waste Planner is assigned the most challenging projects and assignments, measured by a combination of the project's complexity, scope and fiscal and behavioral impacts on the solid waste system.

Supervision Received:

Supervision is received from a Manager or Director

Supervision Exercised:

Provides lead direction to support or other professional staff

Distinguishing Features:

The Principal Solid Waste Planner classification is distinguished from the Senior Solid Waste Planner classification by responsibility for the most complex or advanced assignments within Solid Waste and Recycling and by the level of judgment, communication, project management and organizational skills that are necessary to successfully complete work assignments and interact with the public, other agencies and private interests. Recommends departmental policy and financial strategies, and makes commitments within their area of expertise with a minimum of direction and guidance from immediate supervisors. This is the highest non-supervisory level in the solid waste planner series.

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. Plans, develops and executes programs, objectives, strategies and budgets for assigned programs and/or projects where success or failure can affect general Metro activities, public concern, or the work of other professionals within and outside the Department.
2. Develops capital requirements, budgets and solid waste flow projections for departmental programs.
3. Manages major solid waste project(s) with broad public impact or that are highly controversial with the public, private interests or outside agencies. Manages

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multiple projects that require a high level of proficiency within area of expertise. Projects generally require the management of project funds.

4. Develops methodologies and information resources and techniques to be used to conduct planning studies and research for the development of programs/projects; analyzes the impacts, costs and benefits of solid waste project related improvements and alternatives. Develops policy recommendations based on the analysis of results and develops appropriate systems for implementation.
5. Analyzes regional, national and international program and policy trends.
6. Prepares complex technical solid waste management planning and administrative reports, special studies; conducts assessments; prepares inventories and statistical information necessary for future planning; develops critical correspondence and comprehensive reports in support of projects and decisions.
7. Leads professional staff in developing financial strategies and products for their implementation. Coordinates the selection of consultants, originates and administers agreements with other agencies and private contractors or consultants as appropriate.
8. Develops and maintains effective relations with the public. Represents Metro at meetings and provides technical expertise on solid waste management issues with local jurisdictions, regulated parties and other agencies. Addresses concerns of local jurisdictions and private parties related to project impacts. Responds to solid waste management issues raised by technical and policy advisory committees. May lead such committees.
9. Evaluates solid waste management program and project accomplishments against established goals and timetables and makes recommendations concerning future plans.

Secondary Functions:

1. Performs other duties as assigned.

Job Specifications:

Five years experience in solid waste, project management or public policy development and a Master's degree in economics, public administration, urban planning, business administration, or a related field; or any combination of experience and education that provides the applicant with the ability to perform the job.

Knowledge, Skills and Abilities:

- Thorough knowledge of solid waste management principles, methods and procedures at the city, county, regional and national levels. Knowledge of the environmental, social, economic and legal issues related to solid waste planning and development; statistical methods and their application to systems planning; principles of financial analysis and cost benefit analysis
- Advanced solid waste management planning research methods and techniques

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- Knowledge of public policy development processes and practices
- Ability to develop comprehensive reports and plans regarding complex solid waste management planning issues and projects
- Ability to compile and analyze complex data and develop logical recommendations
- Knowledge and skill in the use of computers for word processing, financial evaluation of alternatives, and graphical displays for presentations
- Ability to effectively communicate with individuals and groups regarding complex or controversial public policy issues or regulations
- Ability to establish and maintain effective working relations with public officials, planning staff, private interests and the public
- Knowledge of budget issues associated with capital planning projects and the ability to prepare budget proposals for proposed and ongoing solid waste projects and facility
- Ability to function as lead over other professional staff
- Ability to work independently and as part of a team

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 gathering data or overseeing projects. This position may require frequent periods of standing, walking, fingering, talking, sitting, bending 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 reaching, feeling, climbing and pushing/pulling, lifting/carrying up to 10 pounds.