

JOB POSTING

POSITION: Resource Specialist/Solid Waste Specialist
DEPARTMENT: Commissioner (WREC/TCSWD)
SALARY: \$45,099.00 annually

ESSENTIAL DUTIES:

Provides answers to public questions regarding procedure and proper disposal of hazardous products, such as trash, special waste, recycling and composting, and latex paint, including location and rules of collection sites. Counsels and advises clients on nature and potential risk of materials, obtains information on unknown substances, provides information on segregation, packaging, and transporting materials to minimize risk, and provides names of outside contractors for materials, such as biohazards or explosives not taken by collection sites. Seeks, writes, and manages grants for WREC and TCSWD, including maintaining related tracking and reporting requirements, reviewing grant contract requirements, and working in cooperation with employees of agencies within WREC/TCSWD to find other grants and funding opportunities. Encourages and directs the implementation of plans through grants, cost share programs and networking. Oversees recycling process of hazardous materials, such as antifreeze, motor oil, grease, lead batteries, electronics, safety supplies, and printing materials, including negotiating contracts and overseeing services from vendors for hazardous materials disposal. Serves as SWMD Specialist preparing various reports, forms, and documents, for submittal to various state and federal agencies for compliance purposes, preparing annual report, annual income and spending reports for Department of Local Government Finance, claims/claims roster, monthly activity reports, grants for public education and promotion, and district-wide recycling letters. Creates and implements public information campaigns, such as radio, television, and newspaper advertising, press releases, flyers, handouts, and fact sheets. Reviews population data to reach widest audience possible. Educates, mentors, and prepares and delivers public speaking presentations to students, adults, home owners associations and service groups regarding urban stormwater, as well as, proper disposal of hazardous materials, recycling, and composting. Teaches specific natural resources educational programs and helps coordinate training sessions relating to a wide range of natural resources issues based on problems, needs and concerns of residents and communities, including workshops, tours, seminars, classes, public forums, field days, and meetings. Creates informational displays for public events and prepares and speaks at specialized training events, volunteer events, workshops, county fairs, and other educational and outreach activities. Encourages adoption of urban and agricultural conservation best management practices, assisting with management of programs to implement practices and completing field documentation of installed best management practices. Develops, coordinates, and participates in volunteer and educational events, such as site maintenance of installed best management practices, the Wabash Sampling Blitz, the Green Tour, and other events as required. Coordinates and assists with sponsorship, marketing, social media, and volunteers for Wabash Riverfest. Promotes WREC and partner activities and translate technical efforts to public via social and traditional media, including updating WREC websites, blogs, and e-newsletters, writing news releases, and updating brochures and materials as needed. Assists Executive Director in planning and implementing enhancement of Wabash River Corridor, including, but not limited to, project research, meeting support, and education and outreach facilitation. Serves on WREC Education committee, coordinating and communicating educational programs and activities with WREC, and coordinating with TCPWQ Educator and other agencies to reduce/eliminate duplication of efforts and audiences. Follows established policies and procedures in assembling technical data in proper format for individuals, groups or units of government and in such detail that a recipient of such data may proceed with an adequate solution to the resource issues. Attends meetings, conferences, and quorums as assigned. Performs related duties as assigned.

JOB REQUIREMENTS:

Baccalaureate degree in Natural Resource Planning, Chemistry, Environmental Science, Water Resources, or related field preferred, or any combination of experience and education which provides the applicant with desired skills and knowledge. Previous experience working with and engaging community leaders, volunteers, and individuals from diverse background to plan and facilitate community education and outreach events. Working knowledge of water resources management, the Wabash River ecological system and agricultural and urban conservation best management practices. Ability to work with local college students and residents in the design and implementation of these practices. Working knowledge of hazardous materials and ability to provide safety information to the general public. Working knowledge of standard office practices and procedures and computer software used by the agencies, such as ArcGIS, database software, Microsoft Office, Excel, PowerPoint, Outlook, and desktop publishing. Knowledge of standard practices and procedures regarding budget process and grant writing and ability to assist with budget development. Knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed reports, forms and documents as required. Knowledge and skill in communication techniques and public relations sufficient to clearly present technical soil and water conservation proposals, projects, objectives and goals to members of formal conservation boards and organizations, representatives of local and state government and the news media, and skills sufficient to organize and utilize natural resource information and data to gain interest and support of conservation leaders and governmental agencies. Ability to provide public access to or maintain confidentiality of department information and records according to state/federal requirements. Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct. Ability to effectively communicate orally and in writing with co-workers, other County departments, various local entities, federal, state, and local agencies/departments, developers and contractors, consultants, Indiana Department of Environmental Management, surrounding Street departments, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to properly operate standard office equipment, including computer, printer, fax machine, telephone, keyboard, copier, calculator, scanner, land surveying equipment, and photographic equipment. Ability to coordinate activities with land users, contractors, and other government and non-governmental organizations. Ability to demonstrate resourcefulness when explaining conservation programs, including their scope, anticipated impact, and constraints. Ability to manage multiple priorities, track projects, and respond effectively to deadlines in order to ensure successful implementation of projects. Ability to work alone with minimum supervision and with others in a team environment. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form. Ability to plan, organize, promote and prioritize volunteer events, workshops, county fairs, education and outreach activities, festivals, and water sampling blitz. Ability to regularly work extended, evening and/or weekend hours, and occasionally travel out of town to attend conferences and training, sometimes overnight. Possession of a valid Indiana driver's license and a demonstrated safe driving record.

APPLY BY: Until Filled **APPLY AT:** www.tippecanoe.in.gov/careers/ **PD:** 10/25/18¹

¹ Tippecanoe County Government is an Equal Opportunity Employer