

Geauga-Trumbull Solid Waste Management District Position Description

Job Title: Planner
FLSA: Non-Exempt
PAY: \$17/hour or \$35,360 with Full Benefits Package
Supervisor: Director
Location: Geauga-Trumbull Solid Waste District, 5138 Enterprise Blvd., Warren, OH
Hours: Monday – Friday 8:30 a.m. to 4:30 p.m., might be required to work some evenings and weekends

Job Summary:

The Planner is responsible for gathering and analysis of solid waste management data and to monitor compliance with Ohio's waste reduction/recycling mandates.

Supervision Received:

- Works under the general supervision of the Director

Supervision Exercised:

- Does not supervise other employees, but may provide functional training and assistance to other employees in connection with other job duties and responsibilities.

Essential Functions:

The following statements describe the general nature and level of work being performed by persons assigned to this job classification. This is not an exhaustive list of all duties performed.

- Solid waste management data gathering and analysis. Develop reports, spreadsheets, graphs, and statistical models;
- Coordinates collection, compilation, and organization of residential/commercial/industrial recycling data for web based recycling data program;
- Participate in surveys and data tracking systems to monitor compliance with Ohio's waste reduction/recycling mandates;
- Collects, compiles, and analysis local government solid waste management recycling data;
- Assist the Director in preparing Ohio EPA's Annual District Report (ADR).

Additional Responsibilities:

- Assist with implementation of programs, services, and collection events as needed;
- Serve as a backup to Administrative Assistant when required;
- Performs additional duties and responsibilities as delegated by the Director;

Minimum Qualifications:

- Associates degree in relevant field from an accredited college or university or a bachelor degree preferred a combination of education and experience that demonstrates the requisite knowledge, skills, and abilities for success in the role;
- One year applicable experience;
- Oral and written communication skills, including interpersonal communication skills for interacting with both government, private agencies, and the public;
- Organizational and time management skills;
- Proficient computer skills, including proficiency in Microsoft Office programs;
- Valid driver's license and proof of insurance

Application Procedure:

- Submit resume and letter of interest to the Geauga-Trumbull Solid Waste District, Attention: Director, 5138 Enterprise Blvd., Warren, Ohio 44481. All job offers are made with the understanding the prospective employee pass a drug test and a background check prior to being hired. **Application deadline: August 17 2018**

The District is an Equal Opportunity Employer – Drug Free Workplace