



**Solid Waste Department  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** June 23, 2020 **REVISED**

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
CONTACT PERSON: Guillermo Hermoso    PHONE: (559) 624-7198		

**SUBJECT:** Amend Job Specification for the Solid Waste Environmental Coordinator Classification

**REQUEST(S):**

That the Board of Supervisors:

Approve the amended job specification for the Solid Waste Environmental Coordinator Classification.

**SUMMARY:**

The Solid Waste Environmental Coordinator classification is tasked with managing the Department's landfill regulatory compliance reporting program and overseeing the implementation of the County's landfill improvement and post-closure maintenance projects. The Environmental Coordinator is responsible for the development of new environmental programs such as organics processing and alternative energy (solar/biogas) using the existing landfill footprint. This position is also tasked with managing the recently approved Visalia Landfill Phase 4 Expansion Project and communicating with multiple regulatory agencies upon completion.

Due to the COVID-19 pandemic, the Department has been impacted by a reduction in staffing, resulting in an unexpected shift in duties which has pushed out project timelines further than expected. The Department would like to recruit for the current vacancy as quickly as possible to oversee the upcoming Visalia Phase 4 Expansion Project and waiting for this change to occur at the FY2021 Budget Hearings would negatively impact operations at the Visalia Landfill.

In lieu of a four-year degree requirement, the Department requests that your Board

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approve the amended job specification for the Solid Waste Environmental Coordinator classification. This change will allow for candidates who do not meet the four-year degree requirement to substitute direct solid waste work experience and a minimum of 2 (two) years of college to fulfill the education requirement while creating opportunities internally to current and future staff for career advancement. Human Resources and Development has reviewed and approved the amended Solid Waste Environmental Coordinator job description.


**FISCAL IMPACT/FINANCING:**

There is Zero Cost to the General Fund as these changes are in experience requirements only.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year strategic plan includes the Organizational Performance Initiative to continuously improve organizational effectiveness and fiscal stability. The Department will adhere to this Initiative by promoting an organization that continuously demonstrates the value of its employees in fulfilling the County's mission.

**ADMINISTRATIVE SIGN-OFF:**

  
\_\_\_\_\_

Bryce Howard

Director- Tulare County Solid Waste Department

cc: County Administrative Office  
Human Resources & Development

Attachment(s) Job Description  
Class Designation

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF AMEND JOB )  
SPECIFICATION FOR SOLID WASTE ) Resolution No. \_\_\_\_\_  
ENVIRONMENTAL COORDINATOR ) Agreement No. \_\_\_\_\_  
CLASSIFICATION )

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD \_\_\_\_\_  
\_\_\_\_\_, BY THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

Approved the amended job specification for the Solid Waste Environmental  
Coordinator Classification.

# **SOLID WASTE ENVIRONMENTAL COORDINATOR**

## **County of Tulare**

### **DEFINITION**

To plan, develop, and coordinate the County's Solid Waste Compliance Program with Federal, State and Local regulations for County owned/operated landfills. Coordinate and oversee the implementation of complex engineering projects; and to plan and supervise field or office work of technical and sub-professional assistants.

### **SUPERVISION RECEIVED AND EXERCISED**

Direction is provided by the Solid Waste Director or designated department manager. Responsibilities include the direct and indirect supervision of Engineering Technicians.

### **DUTIES**

Direct the preparation of designs, plans, specifications, reports and estimates for various engineering projects.

Coordinate and direct the engineering technician or aide staff in engineering projects, solid waste systems, and compliance programs.

Assure compliance with Waste Discharge Requirements, Air Pollution Control District permits and Environmental Health's permits to operate.

Monitor, evaluate, and make recommendations regarding waste management laws, codes, regulations, and proposed legislation as they apply to waste management operations.

Oversight of all maintenance and repairs; review invoices, pay estimates, monthly monitoring reports.

Interface with County residents receiving water and sewer services regarding service complaints and requests for system information.

Direct the administration of agreements and contracts.

Write contracts for consideration by executive management.

Coordinate with Resident Engineers and Inspection Personnel to ensure compliance with contracts.

Prepare and monitor relevant operating budget sections.

Represent the department and/or County in various meetings with professionals, the public, and administration.

**Essential job duties may be assigned that are not listed above but are relative to this job classification.** (Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the education, training, experience, special skills and/or license which are required and equivalent to the following.

**Knowledge of:**

- Surveying, construction, maintenance, and materials testing practices and procedures.
- Design and operation of landfill and disposal systems.
- Contract administration.
- Progress reports and periodic inspection schedules.
- Mapping and drafting
- Budgetary control procedures.
- Accepted supervisory practices
- Engineering mathematics.

**Skill/Ability to:**

- Work and communicate effectively with people of various education and socioeconomic backgrounds by respecting beliefs, interpersonal styles and behaviors of both clients and co-workers.
- Operate contemporary office equipment inclusive of computer, keyboard, and all applicable electronic equipment.
- Prepare plans, specifications, descriptions, and estimates pertaining to engineering projects.
- Prepare cost estimates.
- Review related regulatory laws and make appropriate program changes to maintain compliance.
- Plan, assign and supervise the work of others.
- Handle routine and special design problems.
- Maintain a complex inspection program and gain compliance with specification and ordinances.
- Gather engineering data and submit meaningful reports.
- Make detailed and legible sketches and compose correspondence.
- Prepare budgets.
- Make presentations before committees, legislative bodies and regulatory boards.
- Read and interpret construction plans.
- Train new personnel.
- Maintain cooperative working relationships and effective public relations.

**Education:**

- Equivalent to completion of a Bachelor's degree with courses in algebra, geometry, trigonometry, AutoCAD and drafting, industrial sciences or building/construction.

**Experience:**

- Two (2) years of direct Solid Waste experience, including one (1) year in a supervisory or lead role and one (1) year of contract negotiations.

**Education/Experience Equivalencies:**

**Education:**

- Two (2) years of college with courses in algebra, geometry, trigonometry, AutoCAD and drafting, industrial sciences or building/construction.

**Experience:**

- Four (4) years of direct Solid Waste experience, including (1) year in a supervisory or lead role and

two (2) years of contract negotiations.

**OR**

**Education:**

- Equivalent to graduation from high school.

**Experience:**

- Six (6) years of direct Solid Waste experience, including two (2) years in a supervisory or lead role and three (3) years of contract negotiations.

**License or Certificate:**

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

[Solid Waste Environ Coordinator] Job Code: 044800, Res: 2014-0315, Approved 05/13/14

**Supplemental Information**

Overtime Status: Exempt

Probation: None

BU: 19

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

**IN THE MATTER OF NEW OR AMENDED ) Resolution No. 2020-  
CLASS SPECIFICATIONS, CLASS ) Agreement No.  
DESIGNATIONS AND COMPENSATION )**

Upon Motion of Supervisor \_\_\_\_\_, seconded by Supervisor \_\_\_\_\_,  
the following was adopted by the Board of Supervisors, at an official meeting held June 23,  
2020 by the following vote:

Ayes:  
Noes:  
Abstain:  
Absent:

Attest: Jason T. Britt  
County Administrative Officer/  
Clerk, Board of Supervisors

By: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

**Adopt the following new or amended class specifications, class designations, and compensation effective: June 21, 2020.**

**Solid Waste Environmental Coordinator**, Item No. 044800, Salary Grade: 243 (\$85,638 Annual Step 5), Bargaining Unit 19, Non-Competitive Service/At-Will, Probation Period: N/A.