

# Environmental Educator/Solid Waste Specialist

- *Posted 17-Jun-2024 (EST)*
- *Commissioners' Office*
- *20 North 3rd Street, Lafayette, IN 47901, USA*
- *2165.58 Biweekly*
- *Salary*
- *Full Time*

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**POSITION: Environmental Educator/Recycling Solid Waste Specialist**

**DEPARTMENT: Commissioners (WREC/TCSWD)**

**WORK SCHEDULE: 8:00 a.m. - 4:30 p.m., M-F, some weekends**

**SALARY: \$2,165.58 Biweekly**

Incumbent serves as Environmental Educator for the Wabash River Enhancement Corporation (WREC) as well as Recycling and Solid Waste Specialist Tippecanoe County Solid Waste District (TCSWD), responsible for developing, coordinating, and implementing environmental education programs to promote the mission of WREC and TCSWD; ensuring compliance with state and federal mandates; and facilitating recycling programs and proper disposal of hazardous waste.

## **DUTIES:**

Provides answers to public questions regarding procedure and proper disposal and recycling of products, such as trash, household hazardous waste, yard debris, and composting, including locations and rules of collection sites. Provides names of outside contractors for materials, such as biohazards or explosives not taken by collection sites.

Facilitates communication and coordination between hazardous waste disposal company and the SWMD in the process of disposing or recycling hazardous materials, such as antifreeze, motor oil, grease, lead batteries, electronics, and safety supplies.

Prepares reports on recycling and solid waste collection for various state agencies for compliance purposes. Plans, advertises, and facilitates waste collection and recycling events for the Tippecanoe County public such as E-waste Day. Coordinates SWMD Citizen Advisory Committee and collects their feedback on District operations and annual budget.

Seeks, writes, and manages grants for WREC and TCSWD to enhance the agencies' programs and increase services. Manage awarded grants, 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.

Creates and implements public education campaigns on natural resource conservation and recycling, 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 children and adults regarding urban stormwater, proper disposal of hazardous materials, recycling, waste reduction, and composting. Plans, advertises, and facilitates 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, and other educational and outreach activities.

Encourages adoption of urban and agricultural conservation best management practices to reduce stormwater runoff and nonpoint source pollution, assisting with site consultations and guidance.

Develops, coordinates, and supports or leads volunteer and educational events, such as the Wabash Sampling Blitz, the Green Tour, Wabash Riverfest, and other events as required.

Write and create educational and promotional material for the public via social and traditional media, including updating WREC and SWMD websites, social media, and e-newsletters, writing news releases, and updating brochures and materials as needed.

Serves on the Greater Lafayette Climate Action Plan Joint Leadership Committee, representing WREC and Tippecanoe County. Promotes climate change and resilience education in community outreach.

Attends meetings, conferences, and quorums as assigned.

Performs related duties as assigned.

### **JOB REQUIREMENTS:**

Baccalaureate degree in Natural Resources, Environmental Science, Water Resources, or related field preferred, or any combination of experience and education which provides the applicant with desired skills and knowledge.

Public communication skills and the ability to relay complex or technical topics to a non-technical public. Maintaining professionalism during difficult conversations. Ability to demonstrate resourcefulness when explaining conservation and recycling programs, including their scope, anticipated impact, and constraints.

Ability to effectively communicate orally and in writing with co-workers, other County departments, various local and state entities/departments, developers, contractors, consultants, and the public, including being sensitive to professional ethics, gender, race, cultural diversities, and disabilities.

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 freshwater ecosystems, water resources management, and agricultural and urban conservation best management practices to reduce non-point source pollution.

Working knowledge of standard office procedures and computer software used by the agencies such as Microsoft Office 365, websites such as Canva.com, and social media. Ability to properly operate standard office equipment, including computer, printer, telephone, keyboard, copier, scanner.

Knowledge of standard English grammar, spelling and punctuation and ability to prepare detailed reports, forms and documents as required. Ability to log data and update databases.

Ability to work effectively with frequent distractions and within proximity to other staff members in an open-concept office. Ability to work both alone and with others in a team environment.

Ability to comply with all employer and department policies and work rules, including, but not limited to, public transparency, confidentiality, attendance, safety, drug-free workplace, and personal conduct.

Ability to plan, organize, promote, and facilitate volunteer events, workshops, festivals, and recycling events. Manage multiple priorities, track projects, and meet deadlines.

Ability to 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.

### **DIFFICULTY OF WORK:**

Incumbent receives indirect or occasional supervision, with assignments guided by definite objectives using a variety of methods or procedures. Incumbent may plan and arrange own work and only refers to supervisor for unusual matters, such as policy interpretations. Work is primarily reviewed for effect on WREC/TCSWD goals/objectives and/or attainment of objectives. Periodically, decisions are made in the absence of specific policies and/or guidance from supervisor.

### **RESPONSIBILITY:**

Incumbent is responsible for the development, coordination, and implementation of educational programs for WREC and Tippecanoe County SWMD. Incumbent exercises independent judgment in a variety of situations and circumstances, using agency policies for guidance. Unusual problems or situations are discussed, and work is reviewed for soundness of judgment, achievement of desired results, and overall adherence with agency policies and goals.

### **PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, local City personnel, various state and local entities, developers and contractors, consultants, and the public for purposes of giving and receiving information and ideas, surrounding services, mentoring individuals, regulatory reporting, collaboration, and teaching and/or presenting subject matter.

Incumbent reports directly to WREC Watershed Coordinator and/or Executive Director.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment involving keyboarding, speaking clearly, and hearing sounds/communication. Incumbent also performs duties in the field, involving standing/walking for long periods, lifting/carrying objects weighing more than 30 pounds, brush management tools and chemicals, water sampling equipment, boating, and driving.

Incumbent may be required to work in extreme temperatures, varying weather, and noisy environments, walk on uneven terrain, work with or near chemicals, such as herbicides, and work near fumes, odors, dust and dirt. Incumbent is required to wear appropriate protective clothing or equipment, including high visibility vest, hard hats, chaps, gloves, and hip boots when necessary.

Incumbent works extended, evening and/or weekend hours, and occasionally travels out of town to attend conferences and training, sometimes overnight.