CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Cleanup Coordinator I/II** **UNION: 231**
SG:3/5
DEPARTMENT: **Public Works Department** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Responsible for coordination of cleanup efforts of all types of illegal dumping and litter. Provides direction and oversight of contractors and city staff carrying out clean up operations of illegal encampments on public rights of way and City owned properties. Ensures compliance with legal and environmental standards and regulations, oversees property collection and storage protocols, reporting requirements and liaises with other City departments, outside agencies, law enforcement, contractors and the public to ensure collaborative and efficient operations at assigned illegal encampment or dumping sites.

This is a non-uniformed civilian enforcement position working under a limited commission including the ability to issue citations.

Cleanup Coordinator II
Provides day to day leadership for the program area. Plans and assigns work to solid waste program staff and coordinates with supervisors in other divisions to schedule resources to assist in cleanup operations. Administers contracts for cleanup services and serves as a resource to Public Works Department leadership and other City departments on complex and sensitive cleanup operations.

SUPERVISORY RELATIONSHIP:

Reports to the Solid Waste Manager in the Operations Division of the Public Works Department. Works under general supervision and the guidance of applicable Federal, State and local statutes, regulations, policies and procedures. The Cleanup Coordinator II serves as day to day program lead, assigning work to solid waste program staff and leading the work of staff from other divisions of the Public Works Department when assigned to support cleanup efforts. The Cleanup Coordinator I provides oversight of City staff and contract laborors performing cleanup work on assigned project sites.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, schedules and coordinates cleanup operations at designated sites, including cleanup site identification, prioritization, public notification, coordination with non-profit organizations, City and county support services. Provides oversight of cleanup work performed by City employees and contract laborers and ensures compliance with quality, quantity, environmental and safety standards and regulations.

2. Identifies, in accordance with City policy, which abandonded materials and vehicles qualify as personal valuables and oversees proper collection and storage protocols. Coordinates

retrieval process for personal valuables. Stays up to date with current standards and regulations related to storage and retrieval of personal valuables.

3. Maintains appropriate records and prepares required reports and documentation

4. Collaborates with, develops and maintains effective relationships with other local government officials, neighborhood associations, community organizations and the public. Develops and implements education and outreach programs in support of cleanup efforts. May represent the City on various committees or before local government bodies, neighborhood associations and community orgainizations.

5. Assesses and responds to safety concerns as they arise and requests assistance from law enforcement or other emergency personnel and public health representatives as appropriate.

CLEANUP COORDINATOR II

1. Performs all functions listed above.

2. Serves as program area lead. Plans, organizes and directs the day-to-day work of City staff assigned to perform cleanup operations. Provides ongoing performance feedback and input into performance appraisals. Coordinates with supervisors in other divisions of the Public Works Department and other city departments as needed to schedule additional resources to carry out cleanup operations. Develops and recommends program policies and protocols, ensures worksite safety and compliance with standards and regulations. Conducts training in proper work practices and protocols.

2. Administers contracts for cleanup services for illegal encampments, hoarding or condemned properties, abandoned vehicles, squatting, large scale illegal dumping and similar services. Interfaces with contractor and various City departments and reviews work to ensure compliance with contract documents and appropriate guidelines, laws and regulations. Monitors contractor billing to ensure expenditures are appropriate and within approved budget. Under the direction of the Solid Waste Manager, coordinates the process for selection of contractors in accordance with applicable procurement guidelines including preparation of requests for proposals for services.

3. Serves as a resource to Public Works Department leadership, other City departments on complex and sensitive cleanup operations. Makes recommendations regarding best options to resolve difficult problems at clean up sites. Conducts needs assessments; coordinates with City personnel and community organizations to assure needs are being met by current cleanup operations. Assures effective communication between stakeholders.

4. Assists the Solid Waste Manager in development of annual work plans for the program area.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Principles and practices of project management and contract administration.
- Applicable local, state and federal laws, codes, standards, policies and procedures.
- Fiscal management including cost and budget analysis, expenditure control and records management.

Skill in:

- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills.
- The operation of various computer programs including word processing, spreadsheets, database programs and other applications specific to the area of assignment.
- Strong written communication skills to develop and write a variety of reports and organizational communications.

Ability to:

- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures.
- Establish and maintain effective working relationships with other employees, City officials, contractors, representatives of other governmental agencies and the general public.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery;
  - Frequently communicate accurate information and ideas to others;
  - Operate a motor vehicle;
  - Move between work sites and traverse uneven terrain and undeveloped land;
  - Work outdoors in all types of weather including heat, cold, rain, snow, ice, smoke;
  - Transport objects up to fifty (50) pounds.

WORKING ENVIRONMENT:

Work is performed in both office and field settings. Field work often includes rough or uneven terrain in undeveloped areas including creeks and waterways, forest, woodlands and undeveloped land and can occur in adverse weather conditions. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language or interactions with angry, volatile or mentally ill individuals who may be verbally abusive or threatening. Work involves moderate risks involved in working with the public and a variety of situation-specific conditions which may include exposure to moderate to high hazardous materials.

EXPERIENCE AND TRAINING REQUIREMENTS:

Positions will be filled at the appropriate level based on the needs of the department and requisite experience and training.

Cleanup Coordinator I

- Bachelor's degree in public administration, environmental science, social services, mental health, or related field. Four years of directly related work experience may substitute for the education requirement.
- One year of experience in program or project coordination, code compliance, regulatory enforcement or related experience.
- Experience in social services preferred.
- In place of the above requirements an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

Cleanup Coordinator II

- Bachelor's degree in public administration, environmental science, social services, mental health, or related field.
- Two years experience in program or project coordination, code compliance, regulatory enforcement or related experience.
- Moderate to High Risk hazardous materials handling experience preferred.
- Project or contract management experience preferred.
- Experience with social services preferred.
- In place of the above requirements, an equivalent combination of education and experience, sufficient to provide the candidate with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, local background check and fingerprinting. Subject to re-check every five years.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire, with periodic submission of driving abstract per City policy.
- Must successfully complete descalation and communication training as established by the Department within 6 months of hire.
- Other training as required by the department.

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