

## LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Environmental Specialist Education  
Coordinator

Department: Environmental

Reports to: Environmental Administrator

FLSA: Non-exempt/Hourly

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**PURPOSE OF POSITION:** The purpose of this position is to maintain necessary records, statistical data, and other information regarding the County Landfill, Recycling, and Household Hazardous Waste departments. This position will develop, coordinate, present and implement programs that educate the public about recycling, composting, and other methods of solid waste disposal, and in general to help decrease the amount of solid waste that goes to our landfill through alternative disposal methods.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Collect technical data and provide statistical reports on all within the Lyon County Solid Waste program.

Maintains records of all inspections, tests and other applicable data as required within the scope of the Lyon County Landfill, Recycling, and the HHW program.

Research, prepare, and present public presentations to schools, businesses, and other community groups.

Assist businesses and school districts in developing and implementing waste reduction, reuse, recycling, composting and other pollution prevention strategies.

Research, write, edit, and distribute news releases, articles, brochures, handouts, and newsletters to promote waste reduction, reuse, recycling, household hazardous waste disposal, and general solid waste disposal, including website information and social media campaigns.

Respond to public inquiries regarding recycling programs, initiatives, and collection events.

Performs other related duties as required.

### **MINIMUM TRAINING AND EXPERIENCE:**

Bachelor's degree in Natural Resources Management, Environmental Studies, or related field required, with experience in environmental management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Recycling/Household Hazardous Waste Safety Training within one year of initial hire.

Driver's License valid in the State of Minnesota.

### **PREFERRED QUALIFICATIONS**

Minor or college coursework in Communications, Marketing, Public Speaking, or Instruction or related field; with classroom and public presentation experience.

### **WORKING ENVIRONMENT**

Work is performed in the office and in the collection area of the County recycling and household hazardous waste facilities, and at meetings/gatherings at schools, businesses and service groups. Occasional lifting requirements of up to 30 pounds. Work will also be performed at the Lyon County Landfill involving technical data required for the operations of the County Landfill. Travel between facilities and groups is required.

**REQUIRED SKILLS** (*position requirements at entry*) skill in:

- Ability to work independently with little or no supervision.
- Ability to perform semi-active field work under a variety of weather conditions.
- Ability to respond to common inquiries regarding recycling and solid waste reduction from customers, regulatory agencies, or members of the business community.
- Ability to write news releases and articles for publication that conform to prescribed style and format.
- Ability to speak and present to various groups, such as students, civic organizations, and businesses.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Requires the skill and persuasion in dealings with others both in and outside of the department.
- Requires physical ability to sit, stand, walk, climb, bend, stoop, crouch, exert force and perform other bodily movements to sufficiently perform inspections and operate field equipment.
- Interactions with others generally require persuading, instructing and communicating with individuals to gain their understanding, cooperation, and action.

**Accountabilities Shared by All Employees**

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Implicit in the employer-employee relationship is the right of Lyon County to rely upon the presence of the employee during assigned hours of work and the obligation of the employee for timely and regular attendance.
3. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
4. Develops respectful and cooperative working relationships with co-workers.
5. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
6. Seeks opportunities for further personal growth and development.
7. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
8. Complies with all rules and policies in order to maintain a safe work environment.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.