



## **COOK COUNTY, ILLINOIS**

### **Solid Waste Coordinator Opportunity in Chicago**

Cook County's Department of Environmental Control & Sustainability is seeking a Solid Waste Coordinator to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the general supervision, confers with and reports directly to the Environmental Control Director. Coordinates solid waste planning efforts of suburban Cook County municipalities. Supportive of the department's role in solid waste management (i.e. disposal, recycling, and source reduction of solid waste materials). Interacts with EPA officials, local solid waste agencies, and local municipalities in order to coordinate waste information, and to apprise the Director of status/progress on various projects. Provides expertise relative to the County's business procedures through review of the Cook County Solid Waste Management Plan, in terms of long range goals, to address solid waste problems in an environmentally safe and financially feasible manner. Effectively recommends advisories of proposed legislation which are forwarded to County officials in accordance with priorities established in conjunction with the Environmental Control Director.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

#### **When are Resumes due?**

Until Filled.

## **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

## **Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

## **Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

## **Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY'S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 2227  
Job Title: Solid Waste Coordinator  
Salary Grade: 21  
Bureau: Administration  
Department: Environmental Control & Sustainability  
Dept. Budget No. 161  
Position I.D. 9502177  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the general supervision, confers with and reports directly to the Environmental Control Director. Coordinates solid waste planning efforts of suburban Cook County municipalities. Supportive of the department's role in solid waste management (i.e. disposal, recycling, and source reduction of solid waste materials). Interacts with EPA officials, local solid waste agencies, and local municipalities in order to coordinate waste information, and to apprise the Director of status/progress on various projects. Provides expertise relative to the County's business procedures through review of the Cook County Solid Waste Management Plan, in terms of long range goals, to address solid waste problems in an environmentally safe and financially feasible manner. Effectively recommends advisories of proposed legislation which are forwarded to County officials in accordance with priorities established in conjunction with the Environmental Control Director.

#### **Key Responsibilities and Duties**

Coordinates implementation of the Cook County Solid Waste Management Plan for suburban municipalities located within the County of Cook.

Represents the Department at public hearings in matters related to solid waste.

Liaison with EPA officials, local municipal officials, and local solid waste agencies in regards to solid waste matters.

Reviews proposed solid waste legislation and prepares advisories which are forwarded to appropriate County officials.

Assigns workloads, per permit applications filed or complaints received, to environmental control inspection personnel; monitors their work activities as to collection of material samples and to completeness of supportive inspection documentation relative to environmental pollution.

Conducts investigatory environmental pollution inspections in the field, wherein previous environmental inspections reported non-abatement of asbestos emissions or dust emissions, to assure compliance to the rules and regulations of the Department of Environmental Control and in conjunction with State and Federal environmental protection laws.

Trains new environmental control inspection personnel in regards to the policies and procedures of the department.

Responds to a 24 hour call back respective to all disasters and hazardous material incidents.

Represents the Cook County Department of Environmental Control in matters related to asbestos containing material removal, demolition of structures, and hazardous material; provides assistance to the general public pertaining to the aforementioned.

Maintains liaison with the Illinois Environmental Protection Agency, U.S. Environmental Protection Agency, and other agencies and local organizations relevant to asbestos containing material, demolition of structures, and hazardous materials; attends scheduled meetings with said agencies respective to the denoted subject matter.

### **Knowledge, Skills and Abilities**

Considerable knowledge of the rules and regulations of the Environmental Control Ordinance of Cook County respective to asbestos containing removal, demolition of structures and hazardous material.

Knowledge of State and Federal environmental protection laws as related to air pollution.

Skill in sampling procedures and use of portable equipment utilized in environmental pollution control.

Skill in communicating both verbally and in writing with the general public respective to mandates of environmental protection laws.

Skill in preparing comprehensive written reports relative to investigatory environmental pollution inspections.

Ability to supervisor and coordinate work activities of the assigned personnel to carry out the objectives and goals of the department.

Ability to train staff members in the policies and procedures of the department.

This position requires various types of physical exertion, including but not limited to lifting, pulling, pushing, climbing, and moving objects of moderate to heavy weight.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of one (1) year of professional work experience in related field **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in urban planning, environmental engineering, or related field.

Five (5) years professional work experience in environmental control solid waste management.

### **Physical Requirements**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**