

RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work which involves planning, developing and coordinating the implementation of a recycling and materials recovery program by proposing objectives, determining and implementing methods, investigating and reporting on the cost and availability of vendors and carters, coordinating with state agencies, educating the public and writing grants. The work is performed under the supervision of a higher level administrator. Does related work as required.

TYPICAL WORK ACTIVITIES:

Identifies elements of the recycling program such as materials to be recycled, collection, storage, marketing and processing practices and prepares reports concerning same;
Investigates the feasibility of and markets for adding new items to the recycling program;
Determines methods, schedules, etc. for collection, storage and marketing of recyclables;
Locates markets for recyclables and makes recommendations re: contracting with same;
Maintains records to track quantity (tonnage, volume) of recyclable materials separated and to determine the effect of recycling on the solid waste stream;
Meets with citizen groups, speaks in schools, etc. to disseminate information concerning the recycling program and to encourage the cooperation of the residents;
Prepares an operating budget for the recycling program;
Responds to complaints or inquiries about the program;
Insures conformance to appropriate local, state and federal laws and guidelines;
Meets with county, town, local officials, etc. to learn and share information about recycling programs;
Takes part in writing grant applications;
Develops and oversees the distribution of informational brochures, bulletins and flyers on the recycling program;
Performs on-site audits of businesses and institutions in order to assist them in preparing recycling plans which comply with the County Sanitary Code;
Conducts tours of the facilities;
Answers general correspondence pertaining to the authority functions;
Participates in studies and surveys of recycling education needs in the community;
Evaluates recycling collection program for efficiency and effectiveness and recommends improvements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of solid waste management and how these practices relate to the protection of the environment; working knowledge of local government especially as it relates to the development and promotion of a project as well as cost analysis and location of funding sources; working knowledge of the goals in energy and materials conservation; ability to plan, develop and implement an effective County-wide recycling program; ability to interpret and apply federal, state and local laws pertaining to recycling; ability to prepare routine reports and communicate with colleagues, civic groups and government officials; ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS:

1. A Bachelor's degree or higher and three (3) years of administrative, governmental or business experience at a management level or higher; or
2. An Associate's degree and five (5) years of administrative, governmental or business experience at a management level or higher.