

RECYCLING SPECIALIST

FUNCTION OF THE JOB

Under supervision, to perform and assist in the coordination and promotion of solid waste management programs in one or more of the following areas: waste reduction, residential or business recycling, composting, or household hazardous waste; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Provides information and technical assistance to participating local units of government, businesses, schools and institutions on waste reduction and recycling compliance issues and solid waste management methods under the state recycling law.
2. Conducts compliance inspections and waste assessments for businesses and institutions, investigates complaints and develops recommendations to improve operations which result in waste reduction and cost savings.
3. Analyzes tonnage and participation data and assists with development of County strategic and solid waste planning efforts.
4. Coordinates the recycling and waste reduction programs for County facilities and employees.
5. Develops, coordinates, and presents public education programs in waste reduction, recycling, composting, and household hazardous waste practices for the local municipalities, businesses, teachers, schools, community groups, and institutions under the recycling law.
6. Coordinates and monitors contracts for recycling collection at municipal drop off sites, County buildings and parks; handles service requests; resolves problems.
7. Coordinates publicity efforts for County and local community recycling programs; assists with preparation and evaluation of requests for proposals, vendor selection, and monitoring contracts for compliance.
8. Prepares advertisements, press releases, brochures, and event notices; maintains website information for solid waste and recycling activities and services.
9. Schedules, arranges, and conducts presentations and seminars; and assists in organizing conferences on recycling and solid waste issues.
10. Recruits, assigns, trains, and supervises volunteers, and maintains appropriate records.
11. Coordinates and directs the publication of the annual County newsletter and the quarterly departmental newsletter, including writing and editing articles and preparing the layout.
12. Obtains and compiles data; prepares records, reports, spreadsheets, and surveys related to recycling and solid waste programs.
13. Provides input into the solid waste budget and planning processes.
14. Develops and maintains partnerships with regional and state agencies and organizations to provide a wide range of assistance to the community.
15. Establishes and maintains effective working relationships with municipalities, community groups, department staff, schools, private employers, volunteers, and the public.
16. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of publicity and communication methods and educational presentation techniques, including the preparation of pamphlets, brochures, displays, and newsletters.
2. Working knowledge of modern principles and practices of waste reduction, solid waste management, and recycling, including terms, systems, and procedures.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

3. Working knowledge of present and pending legislation concerning solid waste and recycling.
4. Working knowledge of modern office procedures and equipment including computerized applications and software for Internet browsing, database entry, spreadsheet and presentation development, desktop publishing and word processing.
5. Working knowledge of standard office equipment, including telephones, fax machines, keyboards, copiers, printers, scanners, shredders, and department/division specific equipment.
6. Some knowledge of general school curriculum areas and developmental/age appropriate activities.
7. Ability to provide training and make presentations to community organizations, teachers, schools, private employers, and the public.
8. Ability to utilize word processing, database, desktop publishing and spreadsheet programs and the internet.
9. Ability to organize and coordinate projects.
10. Ability to establish and maintain effective working relationships with municipalities, community groups, department staff, schools, private employers, and volunteers.
11. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.
12. Ability to prepare and maintain accurate reports and records.
13. Ability to follow written and oral instructions.
14. Ability to communicate effectively, both verbally and in writing.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in environmental education, solid waste management, or closely related field.

OR

2. Graduation from a recognized technical school with an associate degree in environmental education, solid waste management, or closely related field, plus two (2) years of professional work experience in:
 - solid waste management or recycling programs
 - program promotion, coordination, or marketing
 - education, communications, public relations, or public administration, or closely related field.