

RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for developing, maintaining and implementing a recycling and materials recovery plan and program at the County level that will result in the reduction of the municipal solid waste stream. The work also requires creative communication and public education skills in addition to the ability to work with local municipal governments in establishing recycling programs. General supervision and direction will be received from the County Director of Solid Waste with leeway allowed for exercise of independent judgment. Does related work as required.

TYPICAL WORKACTIVITIES: (Illustrative only)

Assists in the drafting of a comprehensive recycling and source separation program;
Assists in the coordination of recycling and source separation programs in local municipalities as needed on a county wide basis;
Researches possible markets for recyclable materials and monitors fluctuating prices;
Prepares technical reports on recycling and source separation programs;
Develops and maintains liaison with various private sector companies and groups in the recycling markets;
Addresses community groups and municipal officials on the materials recovery and recycling;
Develops and maintains files on source separation program, materials recovery systems and makes information available to interested groups and municipal officials;
Implements and evaluates recycling pilot projects;
Meets regularly with County municipalities to promote the recycling plan and to exchange information on source separation programs and techniques;
Provides liaison with regional recycling efforts;
Monitors compliance with materials recovery, waste reduction regulations;
May be required to write grant proposals and prepare applications for assistance relating to recycling;
Attends and participates in conferences related to solid waste management programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of science and technology and applied to materials recovery and recycling programs. Good knowledge of the principles and practices of solid waste management and how these practices relate to the protection of the environment. Ability to work well with government officials and residents in program planning; good communication skills, enthusiasm and knowledge in the recycling field; knowledge of the environmental systems and technologies related to solid waste; ability to work independently and to organize and prepare necessary reports; ability to organize and implement a project from concept to completion; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or N.Y.S. registered four year college or university with a bachelor's degree in engineering, planning, public administration, business administration, environmental or waste management or a related degree and four years of paid experience in solid waste management, planning, business or public administration; one (1) year of which must be administrative experience in managing complex projects.
- (b) An equivalent combination of training and experience as defined by the limits of (a).