

RECYCLING SPECIALIST

DEFINITION

To coordinate and promote the City's recycling program, identify, recommend and implement approved new waste diversion programs and practices; and recommend new markets for recyclable materials.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position that requires technical knowledge of waste and recycling protocols and programs. The position is distinguished from similar City-wide programs because it has full responsibility for a specialized program.

SUPERVISION RECEIVED

Receives general supervision from the Solid Waste Manager.

SUPERVISION EXERCISED

May provide project or technical supervision to volunteers and subordinate staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Conduct research and studies relating to municipal recycling projects as assigned.

Facilitate education and increase sensitivity of the community to environmental implications and desirability of recycling programs through events, publications and presentations.

Work with residents of single family and multifamily properties to develop and implement City wide recycling programs.

Work with industries, institutions and commercial establishments to develop and implement City-wide recycling programs.

Work with and monitor contractors retained to analyze, collect and dispose of recyclable materials.

Assist in soliciting, organizing and incorporating community group input into the planning and implementation of recycling programs.

ESSENTIAL DUTIES (continued)

Independently conduct site specific waste audits as deemed appropriate by supervisor.

Assist in designing programs to divert organic materials, e.g., yard trimmings and food waste from the waste stream.

Develop markets for products made with recycled materials through educations and awareness programs.

Conduct grant funding research and prepare draft grant applications.
Respond to citizen complaints and inquiries.

Update and maintain the recycling resource directory, materials exchange data base, and other information sources.

Assist program manager in ongoing development of programs and in determining most effective allocation of monies designated for recycling.

Monitor City's progress in waste reduction and recycling success by maintaining and reporting program accomplishments in statistical and narrative form.

Solicit and mobilize volunteers to publicize waste reduction programs.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Laws and ordinances affecting recycling programs.

Waste reduction methods and resources, e.g., source reduction, recycling, composting and household hazardous waste.

Recycling techniques and programs as related to the environment, energy conservation and the economy.

Research methods and practices.

Public relations and advertising approaches to gaining program support and compliance.
Recyclable materials.

Ability to:

Plan, coordinate and implement recycling and waste reduction programs.

Establish and maintain effective working relationships with staff, other agencies, the general public, and the business community.

Work independently within the confines of program objectives and guidelines provided.

Prepare and present clear and concise reports and recommendations both written and oral.

Develop and maintain computerized data bases.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year experience in developing, coordinating and implementing public or private recycling programs or non-burn resource recovery programs.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in environmental studies, resource management, public administration or a closely related field. Additional responsible program experience may be substituted for up to two years of the required education on a year for year basis.

Licenses and Certificate: Possess and maintain a Class C California Drivers License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, twist, turn, kneel, bend, squat and stoop in the performance of daily office activities; converse by telephone, email, in person, and to small or large groups and be clearly understood; read and comprehend technical and complex financial documents; interact with the public and all different levels of

City staff in an effective and professional manner; and safely lift, carry and maneuver office supplies and equipment, documents, or boxes of examination, training, or other financial related materials, weighing up to 40 pounds.

Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD One Year.

636CS94

Created June 1990

Revised May 2012

AAP GROUP: 4

FPPC GROUP: Designated

FLSA GROUP: Exempt