

RECYCLING COORDINATOR

Class Definition

Under general supervision, provides lead direction and participates in the coordination of recycling activities and promotes recycling programs within the community.

Distinguishing Characteristics

Recycling Coordinator is a single position class assigned to the Solid Waste Management Division, Department of Public Utilities. The incumbent provides lead direction and participates in the development, coordination, and promotion of the City's resource recovery and waste reduction programs; monitors recycling contracts to insure compliance with performance requirements; and evaluates effectiveness of recycling activities.

Typical Tasks

(This list is neither inclusive nor exclusive. Consequently, this information may not reflect Essential Functions for this class.)

Coordinates the City's waste reduction, recycling, and resource recovery activities; monitors and evaluates compliance with contracts.

Provides lead direction and participates in the development of new waste reduction programs and evaluates existing programs, processes, policies, and procedures.

Provides lead direction and participates in the development and promotion of resource recovery and recycling awareness programs; encourages community interest in recycling activities; develops markets for recyclable materials.

Provides technical expertise to City staff on how to maximize waste reduction; remains current in legislative developments, state legislation and local ordinances, trends, practices, and procedures in the recycling field.

Evaluates effectiveness of recycling activities; collects, compiles and analyzes data; recommends modification of state legislation, local ordinances, policies, and procedures; researches and prepares technical reports.

Prepares funding applications for grants and proposals.

Represents the City with local and state agencies, community and civic groups and other regulatory bodies.

Assists in budget preparation and administration; provides lead direction and participates in the preparation of estimates and justifications for program expenditures.

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Answers questions and provides information to the public; investigates complaints and recommends corrective action.

Administers waste reduction contracts and oversees pilot and grant programs related to waste reduction.

Provides lead direction for assigned staff; ensures that work is handled on a priority basis and completed in a timely manner.

Performs related duties as required.

Knowledge, Abilities, and Skills

Knowledge of environmental issues and concerns related to solid, hazardous and recoverable waste collection and disposal.

Knowledge of materials, equipment, and methods used in waste reduction and recycling activities.

Knowledge of recycling markets.

Knowledge of statistical methods, research techniques, and applications.

Knowledge of contract and grant administration principles.

Ability to analyze and interpret federal, state, and local laws and regulations relating to waste reduction and recycling.

Ability to gather and analyze data and prepare clear and concise reports.

Ability to establish and maintain effective working relationships.

Ability to communicate effectively, both orally and in writing.

Ability to organize and coordinate the activities of community recycling groups through program planning and implementation.

Ability to provide effective lead direction.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Environmental Science, or related field; and one year of experience in the development,

implementation and administration of waste reduction and recycling programs. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Administrative Services

DATE: _____