

POSITION DESCRIPTION

Job Title: Recycling Specialist
Department: Environmental Services
Application Deadline: March 9, 2018

Salary Range: \$33,224 – 44,000
Pay Grade: 11
FLSA: Full-time, non-exempt

GENERAL PURPOSE

This position involves advanced paraprofessional work for the Environmental Services Department. Duties include marketing of recyclable commodities, scheduling load pickups, tracking data, planning and coordination of special projects, expanding or improving existing recycling programs, researching and implementing appropriate recycling initiatives, and educational/promotional efforts. This position also provides office/clerical support.

SUPERVISION RECEIVED

Works under direct guidance and supervision of the Department Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides support to the Department Director and the Departments' activities.

Plans, organizes, participates in, and conducts promotional and public awareness efforts including special events, public speaking, facility tours, etc.

Designs and distributes printed educational/informational materials. Maintains communications through the website and social media.

Works with a variety of brokers and/or end users to market, sell and occasionally purchase a wide variety of recyclable commodities.

Coordinates shipping/receiving of recyclable materials as needed.

Monitors and evaluates current collection and processing methods as well as emerging trends and technologies and makes recommendations for improvement.

Communicates with residential and commercial customers to encourage recycling and increase the volume of materials received and processed at the Recycling Center.

Applies for grant funding and administers recycling grant projects.

Collects, evaluates and reports data pertaining to recycling programs (e.g., participation rates, diversion rates).

Monitors quality of out-going and incoming materials for contamination/quality.

Analyzes feasibility of expanding and/or implementing a variety of recycling and waste reduction programs such as multi-family recycling, single-stream recycling, volume-based incentive programs, etc. and makes recommendations for same.

Provides office support, answers telephones, and assists customers within all aspects of departmental operations.

PERIPHERAL DUTIES

Serves on various committees and attends meetings.

Coordinates and works with the Solid Waste District to plan and promote and conduct special events.

Participates in appropriate trade association activities.

JOB CONTEXT

The person in the position of Recycling Specialist will work full-time, year-round with an occasionally varying schedule. Typically, this person will work 8:00 a.m. to 4:30 p.m. Monday through Friday. However, the work schedule will fluctuate to accommodate special needs (e.g., meetings, special events). There will be occasional night and weekend work associated with this position. The stress level for this position will vary from low to moderate depending upon activities. The work environment associated with this position will consist of approximately 90% indoor work and 10% outdoor work.

DESIRED MINIMUM QUALIFICATIONS

This position requires good planning, organizational, and communication skills. The Recycling Specialist will be a motivated self-starter receiving guidance from the Director.

Education and Experience:

- 1) A BS degree in environmental science, physical or life sciences, communications, or related field; and/or
- 2) Minimum of two years experience in the recycling and solid waste management industry, or
- 3) Considerable knowledge of municipal waste and recycling issues and practices. Knowledge of recycling markets and trends.

Necessary Knowledge, Skills, and Abilities:

- 1) Ability to communicate effectively, both orally and in writing, and to speak to small or large groups.
- 2) Skill in operating the listed tools and equipment as well as use of personal computer and various types of software including Excel, Power Point, Word, Publisher, etc.
- 3) The ideal candidate will have knowledge of modern practices of recycling and solid waste management.
- 4) Ability to create and use slide shows and other visual aids, create spreadsheets, charts and graphs.

SPECIAL REQUIREMENTS

Must possess a valid drivers' license for the State of Missouri

TOOLS AND EQUIPMENT USED

Personal computer and various software, including word-processing and spreadsheets. Must also occasionally operate a motor vehicle. Frequently uses a telephone, fax machine, copy machine, two-way radio, and multi-media equipment, and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily indoors. Some outdoor work is required for certain special events (i.e., special collections, festivals, Earth Day events, facility tours, etc.). Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear; smell; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The typical work environment is a business office setting. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts, is exposed to wet or humid conditions, and is exposed to loud noises, dust, airborne particles and/or fumes.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, and reference check; job related tests may be required.

The duties and conditions listed above are intended only as illustrations of the various types of work that may be performed and the types of work environment experienced. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date: _____

Revision History: _____