

# WASTE REDUCTION AND RECYCLING SPECIALIST

## TOMPKINS COUNTY

**Department** PW-Solid Waste

**Classification** Competitive

**Labor Grade** L (12)

**Approved** Reclass

**Revised** \_\_\_\_\_

**By** AF: Commissioner of Personnel

### DISTINGUISHING FEATURES OF THE CLASS:

The incumbent provides direct assistance to residents, local municipalities, educational institutions, and businesses in communicating, educating, and providing resources in the development and coordination of their waste reduction programs, to ensure sustainable, coordinated and cost effective efforts. Such waste reduction programs include source reduction, reuse, green purchasing, composting, recycling, and other efforts designed to minimize waste. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of program plans. Supervises subordinate staff, project assistants and volunteers. Work is performed under the general supervision of the Solid Waste Operations Manager. Duties require the exercise of considerable independent judgment in development and implementation of waste reduction and recycling programs. The incumbent will perform all related duties as required.

### TYPICAL WORK ACTIVITIES:

- Assists the Solid Waste Operations Manager in organizing, administering and guiding educational aspects of the solid waste program
- Provides waste reduction and recycling programs and materials to residences, businesses and schools;
- Develops training and instructional materials related to waste reduction and recycling;
- Assists Solid Waste Operations Manager in overseeing County recycling program;
- Research waste reduction and recycling (*and green purchasing*) initiatives;
- Attends meetings, reviews reports and plans, etc.;
- Prepares bid specifications, requests for proposals, grant proposals, program budgets, contracts for program areas, and other documents as required;
- Provides methods for increasing public knowledge of waste reduction and recycling programs and operations, and participates in related public information programs;
- Provides information to local policymakers, businesses, and the public;
- Prepares budgets, narratives, reports, annual work programs and related educational materials related to all programs;
- Inspects work in progress for conformance with plans and specifications (contracts);
- Oversees waste reduction, recycling collection, and green purchasing program for residents, institutions, and the business community.
- Establish and maintain various data collection, record keeping, tracking and reporting systems.
- Conducts waste assessments at businesses and institutions and provides recommendations and technical assistance
- Provides technical assistance on waste management to operators of community events/Coordinates special event waste reduction and recycling

**CONTINUED ON THE NEXT PAGE**

## WASTE REDUCTION AND RECYCLING SPECIALIST (CONTINUED)

### KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge and understanding of the basic principles and practices related to waste reduction and recycling management;
- Working knowledge of state and local sanitary codes;
- Good knowledge of recent developments, current literature and sources of information relating to recycling;
- Good knowledge of Federal, State, and local laws and regulations relating to recycling;
- Ability to work effectively with municipal, educational and business officials, private citizens and community groups and private contractors and consultants;
- Ability to establish and maintain cooperative relationships with the public;
- Skill in inspection techniques;
- Good observation skills;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Firmness, tact, good judgment;
- Physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree in environmental studies, natural resources or planning **AND** two years of full-time (or the equivalent part-time and/or volunteer) paid experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in environmental studies, natural resources or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (c) Graduation from high school or possession of a GED **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; two years of which must have involved program coordination; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

W29.doc

Originally created May 1, 2008