

RECYCLING SPECIALIST

TOMPKINS COUNTY

Department Public Works
Classification Competitive
Labor Grade K(12)
Approved 1/16/90, Bd. Res. 14
Revised 10/06; 9/07
By HH, 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, recycling and Household Hazardous Waste (HHW) programs to ensure sustainable, coordinated and cost effective efforts. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of program plans. Supervises project assistants and volunteers. Work is performed under the general supervision of the Recycling Supervisor. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides recycling, waste reduction and HHW education programs and materials to residences, businesses and schools;

Develops training and instructional materials related to waste reduction, recycling; and HHW programs;

Assists Recycling Supervisor in overseeing County recycling program.

Research recycling initiatives;

Oversees HHW management programs, according to regulatory guidelines, including a hazardous waste management program for Conditionally Exempt Small Quantity Generators as well as a Product Exchange;

Draft bid specifications, grant proposals, program budgets and contracts for program areas;

Provides methods for increasing public knowledge of recycling problems and solutions, and participates in related public information programs;

Provides technical information to local policymakers and provides information to public through programs and leaflets, brochures and other media;

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);

Assists the Recycling Supervisor in organizing, administering and guiding educational aspects of the solid waste program and solid waste grant projects (e.g., composting).

Oversees waste reduction, recycling Collection and green purchasing program for residents and the business community.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of the basic principles and practices related to recycling and HHW management;

Working knowledge of state and local sanitary codes;

Good knowledge of recent developments, current literature and sources of information relating to recycling;

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.

CONTINUED NEXT PAGE

RECYCLING SPECIALIST (CONTINUED)

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree environmental studies, natural resources or planning **AND** one year full-time (or the equivalent part-time and/or volunteer) paid experience working in the environmental or natural resources 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** three years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental or natural resources fields; **OR**
- (c) Graduation from high school or possession of a GED **AND** five years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental or natural resources 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.

Originally Created 11/90

R17.doc