



# RECYCLING COORDINATOR

## JOB DESCRIPTION

<b>Department:</b> Public Works	<b>Division:</b> Environmental Sustainability
<b>Work Location:</b> Urbana City Building	<b>Percent Time:</b> 100%
<b>Job Type:</b> Civil Service	<b>FLSA Status:</b> Non-Exempt
<b>Reports To:</b> Environmental Sustainability Manager	<b>Union:</b> Non-Union

### **DISTINGUISHING CHARACTERISTICS**

**This is a single position, specialty class responsible for assisting in the development and implementation of City-wide solid waste source reduction, reuse, recycling and resource recovery programs. This position is responsible for coordinating programs aimed at achieving the recycling and resource recovery goals of the City. This position provides highly specialized program coordination and expertise in the areas of solid waste source reduction, reuse, recycling and recovery.**

### **JOB SUMMARY**

**Coordinates U-Cycle program and provides support and skilled assistance to the Environmental Sustainability Manager in the administration of material management and recycling planning, recycling programs, and related activities with the goal to attain zero waste.**

### **ESSENTIAL FUNCTIONS**

- Monitors contractor's performance for residential and multifamily recycling programs, and waste collection services for municipal facilities to ensure contractual obligations are fulfilled and identifies opportunities for improvement.
- Provides direct coordination of internal recycling efforts and external recycling programs and acts as liaison between apartment owners/managers, contractor's, participants and investigates and resolves citizen/contractor/city complaints.
- Coordinates implementation of a regularly scheduled ~~(quarterly)~~ electronic scrap recycling program with ~~the~~ Champaign County representatives.
- Administers a household battery recycling program and provides collection, sorting and shipping from established drop-off locations and solicit volunteer labor support as may be required.

- Responds to public requests regarding recycling and solid waste by disseminating appropriate oral and written information, including arranging for the preparation, cleaning and delivery of recycling containers.
- Prepares monthly payment reconciliation sheets for recycling programs for approval of Division Manager.
- Maintains and updates records of solid waste and recycling data in computer files.
- Collects information, performs occasional waste/commodity sorts and waste audits and prepares monthly and special reports as assigned.
- Develops and implements, with Division Manager approval, a schedule of educational/promotional activities and materials for recycling programs; -prepares and conducts school classroom, or other presentations, and assists in related educational activities including presence at special events such as the Sweetcorn Festival.
- ~~—~~ Recommends and assists Division Manager in research, ~~the~~ development, and implementation of new solid waste and sustainability programs or services as required.
- Monitors revenues and expenditures of the recycling enterprise fund.
- Performs other related duties as assigned.

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## JOB REQUIREMENTS

### GENERAL

- Work 40hrs./week with set start and end times
- Flex schedule to accommodate evening/weekend work with possibility of overtime pay
- Provide customer service to the general public that is friendly, engaging, informative, and respectful at all times
- Work with vendors and regulated businesses in a professional and respectful manner at all times
- ~~—~~ Work with Urbana and other agency staff in a professional and respectful manner at all times
- Seek opportunities for collaboration with other agencies and associations.
- Update supervisor on progress of event planning.
- Update supervisor on impending contract dates.
- Collect data, analyze and provide occasional update to supervisor for prospective programs (paint stewardship, curbside organics).
- Use data to form public engagement strategies to increase recycling rates.
- Manage commodities recycling contracts.
- Manage battery, ink/toner, thermostat, small electronics collections.

- Manage household hazardous waste and e-scrap collection events
- Manage Universal Waste contract

#### **KNOWLEDGE & EXPERIENCE**

- Knowledge and abilities typically gained through acquisition of a college associate bachelor degree in communication, planning, or environmental studies.
- Education: Completion of course work leading to a bachelor's degree in environmental sciences, urban planning, biology or a closely related field, AND
- Experience: At least one year of project management/coordination experience, preferably in a waste management, marketing, or environmental field, developing and promoting public or private source reduction, reuse recycling or other comparable solid waste management programs. (Experience may be substituted for education on a year for year basis.)
- Possess a fundamental and applied knowledge of recycling and material management principles and techniques.
- Possess excellent verbal and writing skills, and have the ability to resolve complaints.
- Skill to create public relations/educational information utilizing computer software and ability to perform public presentations.

#### **ABILITY TO:**

- Organize and prioritize tasks, and utilize analytical means in preparation of various reports and activities.
- Prepare and maintain accurate and complete records.
- Understand and follow detailed oral written instructions as well as to
- Communicate well in both written and oral forms.
- Handle multiple concurrent projects and manage priorities and tasks.
- Work with considerable independence and initiative while exercising good judgment in recognizing scope of authority.
- Gather, organize, analyze, and present a variety of data and information.
- Successfully use personal computers and software including Microsoft Windows Systems, including Word, Excel, PowerPoint, Picture Manager, Publisher, etc.
- Deal tactfully and courteously with the public, representatives of other agencies, and governmental staff
- Type at a rate of forty (40) words per minute on a standard electric typewriter and a personal computer keyboard.
- Work with confidential information and/or documents.

**LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED**

- Must possess a State of Illinois Class D driver's license.

**RESPONSIBLE FOR:**

- Receiving, responding and successfully resolving inquiries and complaints concerning solid waste and recycling programs.
- Safe operation and routine maintenance of City vehicles and equipment (i.e. cameras, computer, related equipment.)
- Maintaining accurate information and for preparation of appropriate correspondence, reports and documents as assigned.
- Successful implementation and satisfactory management of the essential functions of this position and tasks as assigned.
- Supervision may be exercised over interns and volunteers.

**CONTACTS: INTERNAL/EXTERNAL**

- Daily contact with the Environmental Sustainability Manager, general public, and other municipal employees.
- Contact with private and public groups, in educational and promotional outreach efforts.

**WORK ENVIRONMENT**

- Works both in a standard office setting and ~~in the~~ outdoors.
- Physical strength and agility to lift objects weighing 40 up to 70 40 pounds on a moderately frequent basis, and occasionally work in adverse weather conditions
- Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and fax machine.

Prepared By: Scott Tess, Environmental Sustainability Manager and Elizabeth Borman, Asst. HR Manager  
*Signature* *Date*

Approved By: \_\_\_\_\_  
Department Head Date

Approved By: \_\_\_\_\_

Personnel Manager

Date

| Reviewed By: \_\_\_\_\_  
Human Relations Officer Date

**Class Specification History**

General revision: Jan. 4, 2010

*For HR/Finance Use*

<b>Title Code</b> 108	<b>Pay Grade</b> 30
<b>EEO Category</b> 8-Service-Maintenance	