

CITY OF GLENDALE

TITLE:	Recycling Coordinator	CLASS CODE:	837
REPORTS TO:	Superintendent of Sanitation	GRADE:	26
DEPARTMENT:	Field Operations	FLSA:	E

JOB SPECIFICATION DATE: March 1, 2006 kd

JOB SUMMARY

Coordinates, administers, evaluates, and supervises recycling and waste stream programs from an economic perspective as an integral part of the city's solid waste management function. The Recycling Coordinator is responsible for specific recycling programs such as: drop-off recycling, curbside recycling, multi-family and commercial recycling, green waste recycling, composting, and household hazardous waste programs.

ESSENTIAL FUNCTIONS

1. Develops and implements specific processes and programs for recycling, reusing, and reducing municipal solid waste materials.
2. Supervises quality inspectors involved in daily activities of the city's sanitation and recycling programs.
3. Develops education and training materials; makes oral presentations to the public, media, schools, and other community groups to provide information regarding recycling programs.
4. Develops public information strategies and written materials such as: public service announcements, press releases, brochures, and displays. Persuades citizens and businesses to participate in recycling and waste stream programs.
5. Represents the city on local and regional recycling committees and task forces.
6. Submits budget recommendations for the program to the Superintendent of Sanitation; orders equipment and supplies within budgetary constraints; monitors and controls expenditures.
7. Organizes and coordinates the city's participation in special events and recycling celebrations such as: Earth Day and America Recycles Day.
8. Responds to citizen requests for information or programs; acts as liaison between the Field Operations Department and the community.
9. Trains public education volunteers and other non-profit groups to present recycling programs; supervises volunteers; monitors and evaluates programs.
10. Works with County and State Health Department representatives to ensure the city's program results does not have a negative impact on health or environmental issues.
11. Participates in analyzing recycling markets and making decisions concerning disposable materials.

SECONDARY FUNCTIONS

12. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The principles and practices of solid waste management
- The principles and practices of recycling technology
- Instructional techniques for youth and adult learners
- Federal, state, and municipal laws and regulations related to recycling
- Computerized data entry and retrieval systems

Skill in:

Public speaking and producing graphics, brochures, and other materials for public presentations
Operating audiovisual equipment for presentations

Ability to:

Assess the economic impact of recycling efforts
Supervise, train, and develop staff
Produce clear, concise, effective, oral and written communications
Establish and maintain effective working relationships with city employees and a wide range of community organizations and the general public
Plan, develop, and implement recycling programs
Conduct research, analyze findings, and prepare reports and recommendations on programs/activities
Manage resources and an assigned budget

WORKING CONDITIONS

Office and classroom settings. May require some lifting and transporting of audiovisual equipment.

MINIMUM QUALIFICATIONS

Bachelor's degree in environmental engineering, business or public administration, or a related field, and two years of solid waste and disposal experience, including one year supervising recycling programs.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona driver's license
Evening or weekend work may be required

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy