

RECYCLING COORDINATOR

DEFINITION

Under general supervision, evaluate, recommend and assist with implementation of residential and commercial recycling and green waste programs for the City, with an emphasis on public education and outreach; and to assist with coordination of recycling or green waste activities with other divisions, departments, entities, and governmental agencies. Prepares grant applications and monitors applicable legislation.

REPORTS TO

Public Works Manager - Operations - Solid Waste Division or designated supervisor

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES - *(The following is used as a partial description and is not restrictive as to duties required):*

Assists with administration of a recycling/green waste awareness program; advertises the program and conducts public relations activities; encourages citizen and business participation in waste diversion and reduction programs.

Identifies methods to modify content of waste stream to reduce contamination in City operated waste diversion programs.

Assists with compliance and supports the Municipal and State Codes regarding refuse and recycling collection and disposal practices, including state and local inspection and reporting requirements.

Deals directly with members of the public to address and resolve complaints and concerns. Interprets and explains policies, procedures, requirements and programs to customers or businesses.

Receives and investigates complaints attributed to the disposal of refuse contamination within waste diversion collection activities, follows up by telephone, in person, or by email as appropriate, researches history for previous violations, communicates with city departments in documenting complaints, and issues citations to code violators, documenting each complaint from receipt to final resolution.

Conducts educational presentations for solid waste collection and diversion programs at public events and meetings, including public school education programs and presentations.

RECYCLING COORDINATOR – PAGE 2

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (Cont.)

Provides continuing education to city staff and the public through newsletters, utility bill inserts, website, cable public access channel, and other available means.

Conducts regular and special studies; collects and analyzes data; records and presents findings and recommendations.

Prepares and submits requests for grants.

Provides input for recommendation of goals and objectives; assists in the development of policies and procedures.

Prepares various reports on operations and activities in areas of assigned responsibility.

Participates in budget preparation; provides cost estimates for budget recommendations as it applies to waste diversion programs, to include, but not limited to, advertising/educational materials, appropriate container types/sizes, impacts to annual tonnage expenses, tracking rebates or grants; submits justifications for budget items; monitors and controls expenditures.

Prepares and assists with implementing programs to increase citizen and business awareness of the need to remove recyclables from waste stream.

Researches procedures to improve the economic feasibility of recyclable collection services.

Inspects garbage and diversion program containers, performing random and scheduled inspections.

The incumbent in this position has a high degree of interaction with others both within and outside the organization, in particular with existing solid waste management, lead staff or the Merced County Regional Waste Management Authority. In addition, the incumbent works with individuals outside the City who may belong to professional or peer organizations; working with various state and federal agencies may also be required as well as with vendors and suppliers for information on purchases, supplies or products.

Performs related duties as assigned.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand, walk, stoop, kneel, bend, squat and crouch; operate a vehicle, making frequent stops and getting in and out of vehicle; sitting for extended periods; normal manual dexterity and eye hand coordination; frequent repetitive motion including keyboarding, writing, grasping, holding and reaching; ability to lift and move objects

RECYCLING COORDINATOR – PAGE 3

TYPICAL PHYSICAL REQUIREMENTS (Cont.)

weighing up to 25 pounds; frequent hearing and talking, in person and on the phone; corrected hearing and vision to normal range including frequent close-up work and occasional color and depth vision; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed both in an office environment and outdoors with exposure to frequent loud noises; may occasionally ride in refuse vehicles; frequent contact with the general public and other City staff. Must be able to work evenings, nights and weekends when required.

DESIRABLE QUALIFICATIONS

Knowledge of:

City and Public Works policies rules and regulations.

Recycling methods and practices.

Pertinent Federal, State, and local laws, codes and regulations as related to recycling issues.

Principles of grant administration.

Principles of public relations and advertising .

Technical report writing styles.

Research methods and practices.

Budget and fiscal procedures and methods.

Principles and procedures of record keeping.

Principles of proper English usage, spelling, grammar and punctuation.

Modern office procedures, methods and computer equipment.

Ability to:

Gather data and prepare clear and concise reports.

Prepare statistical and narrative reports.

DESIRABLE QUALIFICATIONS (Cont.)

Ability to: (Cont.)

Speak effectively in public.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Identify and respond to public issues and concerns.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Organize and coordinate the activities of community recycling groups through program planning and implementation.

Prepare written customer correspondence.

Perform a wide variety of sensitive and difficult customer service activities.

Use personal computer and appropriate software.

Deal tactfully and courteously with the public, representatives of other agencies, and other City staff when explaining the functions and policies of the Public Works Department.

Work independently.

Maintain complex manual and computerized records and prepare reports.

Understand and carry out oral and written instructions.

Training and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and training equivalent to graduation from high school and two years of increasingly responsible administrative or technical experience involving customer service, public relations, including field experience in inspection, refuse, recycling or green waste collection and disposal. An AA degree is desirable.

Desirable: Speak and write a second language, preferably either Spanish or Hmong.

DESIRABLE QUALIFICATIONS (Cont.)

Special Requirements:

Possession of an appropriate valid California Driver's License issued by the Department of Motor Vehicles.

Reference: Merced City Personnel Rules and Regulations, Sections 5.05 and 5.07

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Approved Lannie Holoway
Lia - Chairperson, Personnel Board

Date 8/13/2012