

# Waste Reduction and Recycling Specialist - Promotional Tompkins County

**Department:** Recycling and Materials Management

**Classification:** Competitive

**Labor Grade:** Blue Collar Grade 12

**Approved:** Reclass 05/01/2008

**Revised:** 09/16;

**By:** AF, Commissioner of Personnel

## **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

Prior to the final filing date announced, the applicant must currently hold, and have continuously held, at least six months of permanent competitive class status in the title of Assistant Recycling Specialist in the Tompkins County Public Works Department - Facilities Division.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

## **SPECIAL REQUIREMENT:**

The candidate must possess a valid New York State Drivers license at the time of application and maintain such license for the duration of employment.

## **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

## **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;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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