

Waste Reduction and Recycling Coordinator Tompkins County

Department: Recycling and Materials Management

Classification: Competitive

Labor Grade: Blue Collar 14

Approved: 4/22 by RP

By: RP, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** four (4) years of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address waste reduction, composting, recycling and related practices and programs; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and six (6) years of professional experience working for a municipal governments, community organizations, regional/state entities or businesses to address waste reduction, composting, recycling and related practices and programs, **OR**
3. Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b) above.

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

SPECIAL REQUIREMENT:

Candidates chosen for employment must possess a valid New York State driver's license within thirty days of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position develops detailed reports and procurement documents (bids and RFP's), prepares and oversees contracts with the private sector, businesses and local governments, conducts feasibility studies, plans, projects, grant applications, program budgets, public information materials and policy recommendations. This is a mid-level professional position and will be assigned to specified programs and operational areas such as composting, recycling, recycling collection, waste reduction, reuse, household hazardous waste, closed landfills, law enforcement and disposal. The incumbent is responsible for conducting research studies that require the coordination of efforts by other members of the Department, local municipalities and businesses and non-profits. The incumbent prepares grant applications, program plans and manages moderately complex projects. The incumbent is also responsible for providing professional expertise to County advisory committees and appropriate Legislature Committees. The work will be performed under the general supervision of the Deputy Director with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision of others is a requirement of this job and may require working off hours, nights and weekends. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and manages County recycling and material management programs, such as composting, recycling, recycling collection, reuse, waste reduction, household hazardous waste management, post-closure landfill maintenance and

monitoring, solid waste laws, and disposal.

- Implements provisions of local solid waste regulations associated with illegal dumping, mandatory recycling, hauler licensing and trash tags.
- Supervises food scrap drop spot including the hiring and oversight of consultants.
- Supervises scale operations for the Recycling and Solid Waste Center.
- Assists in directing the work activities and program accomplishments of staff, contractors and consultants as assigned.

- Conducts complex analytical reports and studies related to recycling and materials management.
- Prepares waste generation projections and provides multi-year diversion estimates.
- Participates in studies with other municipalities, colleges and other groups in the County and, provide data and other resources as appropriate.
- Develops proposals for plans, projects, budgets and policies.
- Prepares grant applications and manages grant funds from federal and state agencies and/or local sources.
- Develops procurement documents (bids and RFP's) and oversees department contracts for household hazardous waste collection, food scrap composting, engineering and technical assistance, closed landfill monitoring and maintenance, residential recycling collection, the Recycling and Solid Waste Center and disposal.
- Assists in the preparation of the Local Solid Waste Management Plan and progress reports to the NYSDEC
- Develops and implements public education for assigned programs and services at a countywide level. Serves as a resource person for the Department by responding to requests for information, providing program information, and answering questions or complaints from the public, community organizations, and County and municipal government officials.
- Makes formal and informal presentations to inform and advise the community, legislative bodies, and public officials on Department programs and operations.
- Attends external training programs, as needed.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the purpose, principles, terminology and practices employed in the areas of waste reduction, composting, recycling, and disposal
- Thorough knowledge of federal, state and local laws and regulations affecting solid waste management
- Thorough knowledge of the legal, sociological, economic, environmental, infrastructure, and communication aspects to provide planning, implementation and customer service for recycling & materials management;
- Knowledge of recyclable material handling including collection, transfer, transportation, processing and marketing
- Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
- Good knowledge of research methods and techniques involved in program development and implementation;
- Good knowledge of governmental decision-making processes;
- Ability to work with tight deadlines and competing requests;
- Ability to work on several projects simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex waste diversion topics to the legislature and the public; Skillful application of spreadsheet, database, desktop publishing, and word processing software;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Strong ability to function on and lead teams of department staff, other County staff, representatives from other organizations, consultants, contractors, and/or interested citizens;
- Good knowledge of group facilitation skills to gather comments and respond to the public;
- Ability to communicate program information through presentations, events, written materials, social media and web-based information
- Ability to manage departmental and grant resources on projects and programs;
- Ability to understand complex oral and written instructions;
- Ability to be, resourceful, tactful, and use good judgment;
- Ability to communicate and deal effectively with department heads, local officials, legislators, consultants, and residents and to advise, persuade, or influence them in adverse and tense conditions;
- Ability to travel, as required to fulfill the demands of the position in Tompkins County; and

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

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The incumbent's visual acuity must be sufficient to see and accurately work with information on a computer screen and operate a motor vehicle. The employee's hearing must be sufficiently acute to be able to carry out verbal instructions. The employee must be able to use fine motor skills including adequate hand/eye coordination with full use of fingers, hands and arms in performing the essential functions of this job. The employee must be able to sit, stand and walk for extended periods of time within a standard eight-hour workday.

The work can involve a degree of physical effort and exposure to disagreeable conditions while performing field work that can include the ability to respond quickly to sounds, odors, the ability to move safely over uneven terrain, the ability to see and respond to hazardous materials and exposure to adverse weather conditions. Must be able to lift 25 pounds.

The employee's physical condition shall be commensurate with the requirements of the position.

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