

Assistant Recycling Specialist Tompkins County

Department: Recycling and Materials Management

Classification: Competitive

Labor Grade: J (10)

Approved: 0

Revised: 08/08; 05/11; 05/13; 5/24

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree AND six months of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree AND eighteen months of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; **OR**
- (c) Graduation from high school or possession of a GED AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental or natural resources, or recycling operations fields; two years of which must have involved program coordination; **OR**
- (d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

SPECIAL REQUIREMENT:

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

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

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent provides direct assistance to residents, local municipalities, educational institutions, and business in communicating, educating and providing resources that support waste reduction, reuse, recycling, green purchasing and rethinking waste to ensure sustainable, coordinated and cost effective efforts. The incumbent works closely with community partners, private consultants, local public officials and contractors concerning implementation of program plans. The work is performed under the direct supervision of the Deputy Director of Recycling and Materials Management, Supervision of others is not a function of the class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides recycling and waste reduction education programs and materials to residences, businesses and schools;
Develops training and instructional materials related to 4R programs;
Research waste reduction, reuse, recycling, and green purchasing initiatives;
Assists in development and implementation of waste reduction, reuse, and recycling programs such as the ReBusiness Partners program for businesses and institutions;
Assists in the development and implementation of green purchasing programs, such as the County's EPP Team;
Attends meetings, reviews reports and plans, etc.;
Utilize and maintain various data collection, record keeping, tracking and reporting systems;

Provides information to the public through programs and related educational materials, such as leaflets, brochures and other media;

Supports in conducting field work and observational studies to inform program development;

Assists with field work initiatives such as reusable bag distribution, food waste prevention demos, ReBusiness site-visits, etc.;

Drafts narratives, reports, annual work plans and related educational materials related to all programs;

Provides assistance in updating programs, including the Recycle Tompkins website;

Assists the Deputy Director of Recycling and Materials Management and Waste Reduction and Recycling Coordinators in organizing, administering and guiding educational aspects of the materials management program and related grant projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of the basic principles and practices related to recycling;

Working knowledge of state and local sanitary codes;

Good knowledge of recent developments, current literature and sources of information relating to sustainable materials management;

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;

Knowledge of outreach and customer service techniques;

Ability to work flexible hours, including evening and weekend events;

Possess assessment and observation skills;

Ability to prepare written reports of a complex and technical nature;

Ability to gather data, provide summary, and make recommendations;

Ability to express oneself clearly and concisely, both orally and in writing; and

Firmness, tact, and good judgment are required.

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

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