

RECYCLING COORDINATOR

GENERAL STATEMENT OF DUTIES: Coordinates and develops municipal recycling program and performs general managerial responsibilities relating to sanitation operations; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Commissioner of Public Works or comparable position, incumbent performs a dual function for the municipality. Position is responsible for the development and management of a program for recycling materials which includes newspapers, glass, tires, scrap metals, commingled items and composting. In addition, oversees the sanitation operations through the sanitation foreman to ensure compliance with recycling program. Dependent on assignment, acts as liaison between municipality and the refuse company. Supervision is a responsibility of this class.

EXAMPLES OF WORK: (Illustrative Only)

Develops and manages municipal recycling program, which may include composting activities;

Coordinates and supervises all daily recycling operations;

Manages the operations of a recycling system which includes materials pick-up, collection site and materials disposal activities;

Investigates complaints regarding the collection of refuse and recyclables;

Inspects recycling depots, market locations and collection equipment to ensure sanitary operations;

Checks all daily reports in connection with refuse collection and recyclables, which may include composting operations;

Where applicable, assists in the assignments of sanitation personnel to routes;

Writes reports and maintains records on work activities.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of management and supervision; working knowledge of refuse and recycling collection and disposal methods and techniques; ability to communicate effectively both orally and in writing; ability to efficiently plan and supervise the work of others; ability to secure the cooperation of others; reliability; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and either (a) four years of public works experience with a municipality, or as subcontractor to a municipality, including two years of supervisory experience in directing a work crew; or (b) Associate's Degree and two years of public works experience which must include supervisory experience as noted in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

Towns & Villages
Cities of Rye & Peekskill
J. C.: Competitive
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Job Class Code: 0488