

CLASS SPECIFICATION
Recycling Specialist

GENERAL PURPOSE

Under general supervision, to assist with the development and implementation of the City's Solid Waste and Recycling Program; to participate in all phases of recycling programs; prepare and make presentations and make recycling educational materials available to all segments of the public and other agencies; to research, develop, present and promote recycling information and programs; to assist with management and administration of the City's solid waste collection program and associated hauler franchise agreement; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Recycling Specialists perform a variety of specialized tasks in providing assistance with the City's Solid Waste and Recycling Program, and is characterized by responsibility to develop and implement projects to accomplish the City's goals of recycling and waste reduction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with the administration of citywide recycling programs; coordinates recycling efforts with private and public agencies;
2. Conducts grant fund research and prepares or evaluates draft applications; conducts waste stream analyses and audits.
3. Produces brochures and other marketing material to promote recycling.
4. Researches and reports on legislation that affects recycling markets and processes.
5. Develops and implements detailed funding plans.
6. Conducts and participates in waste assessments; prepares statistical reports on waste characterization and waste generation.
7. Conducts promotional events; makes presentations to promote recycling.
8. Prepares and presents educational recycling programs.
9. Acts as liaison between City recycling programs and staff.
10. Assist Solid Waste & Recycling Program staff by attending meetings and providing presentations.

OTHER DUTIES

1. Assists with identifying funding resources to support program objectives; assists with the development of grant proposals and funding applications; assists with preparation of City Council resolutions and other related reports; assists with the administration of contracts and assists with the monitoring of programs to ensure contract requirements; assists with the preparation of expenditure and grant reports as required by funding agencies.
2. Assists with the preparation of the annual Solid Waste Rate Adjustment and delinquent account placement for action by the City Council; assists with responding to citizen concerns and complaints regarding the solid waste collection program.

QUALIFICATIONS

Knowledge of:

1. Principals, practices and methods of program, administrative and organizational analysis.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. Principles and practices of public outreach and involvement, including marketing principles and practices.
4. Principles and practices of sound business communication.
5. Principles, practices and techniques of group process facilitation and conflict resolution.

Ability to:

1. Assist with the planning, organizing, and managing of a variety of complex program functions and activities to achieve Solid Waste Management program goals and objectives.
2. Collect, evaluate and interpret appropriate and applicable data, either in statistical or narrative form.
3. Coordinate program activities with multiple stakeholders and facilitate development of partnership and multi-agency agreements.
4. Understand, interpret, explain and apply laws, regulations, ordinances and policies applicable to Solid Waste Management program responsibilities.
5. Prepare clear, concise and comprehensive reports, correspondence and other documents appropriate to the audience.
6. Present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders.
7. Ensure the maintenance of all requires files, records and documentation.
8. Exercise tact and diplomacy in dealing with difficult and sensitive people, issues and situations.

9. Establish and maintain effective working relationships with managers at all levels, staff, representatives of other public agencies, executive management of contractors, property and business owners, the public and others encountered in the course of work.
10. Lift, carry and move boxes and files weighing 25 pounds or more.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or GED equivalent, supplemented by graduation from an accredited college with a Bachelors' degree in Environmental Sciences, Public or Business Administration or a closely related field; and at least one year of progressively responsible experience in the administration, development or implementation of public or private recycling programs or resource recovery programs or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to stand, walk or sit; talk or hear, both in person and by telephone; and use hands to operate, finger, handle or feel computers, office equipment, operate objects or controls; and to reach with hands and arms.

Employees are regularly required to kneel, stoop, bend, or balance, and lift up to 25 pounds, and occasionally lift up to 50 pounds.

Specific vision abilities required are close vision, distance vision, peripheral vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills; read, interpret and analyze data and information; use math and mathematical reasoning; analyze and solve problems; observe and interpret people and situations; learn and apply new information; perform detailed work on multiple, concurrent tasks; work under deadlines and interact with supervisors, clients, management agents, property owners, coworkers, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under normal office conditions involving a high volume of telephone calls and in-person client interactions; the noise level is moderate. Occasionally, employees are required to work in outdoor weather conditions.