

RECYCLING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for developing, maintaining and implementing a recycling and materials recovery plan and program at the County level that will result in the reduction of the municipal solid waste stream. The work also requires creative communication and public education skills in addition to the ability to work with local municipal governments in establishing recycling programs. General supervision and direction will be received from the Commissioner of Public Works with leeway allowed for exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Assists in the drafting of a comprehensive recycling and source separation program;

Assists in the coordination of recycling and source separation programs in local municipalities as needed on a county wide basis;

Researches possible markets for recyclable materials and monitors fluctuating prices;

Prepares technical reports on recycling and source separation programs;

Develops and maintains files on source separation program, materials recovery systems and makes information available to interested groups and municipal officials;

Implements and evaluates recycling pilot projects;

Meets regularly with County municipalities to promote the recycling plan and to exchange information on source separation programs and techniques;

Provides liaison with regional recycling efforts

Monitors compliance with materials recovery, waste reduction regulations;

RECYCLING COORDINATOR**Page 2**

May be required to write grant proposals and prepare applications for assistance relating to recycling;

Attends and participates in conferences related to solid waste management programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of science and technology and applied to materials recovery and recycling programs; good knowledge of the principles and practices of solid waste management and how these practices relate to the protection of the environment; ability to work well with government officials and residents in program planning; good communication skills; enthusiasm; knowledge in the recycling field; knowledge of the environmental systems and technologies related to solid waste; ability to work independently and to organize and prepare necessary reports; and ability to organize and implement a project from concept to completion.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Bachelor of Science Degree; or
- (B) Possession of an Associate's Degree and two (2) years of acceptable experience in performing administrative duties, including implementing and improving existing or proposed components of an organization, including or supplemented by experience in developing, directing, or carrying out public relations activities.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

RECYCLING COORDINATOR
Page 3

Y:\CLASPLAN\RECYCLING COORDINATOR.DOC
Last Reviewed: June 29, 1989
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/22/04
Revised and Replaced in Classplan: 3/6/2023
Revised and Replaced in Classplan: 3/31/2025
Revised and Replaced in Classplan: 5/14/2025 (Edu)