

RECYCLING COORDINATOR

MAJOR FUNCTION

This is a professional staff position providing contract management, reporting, supervision, and recycling education and training associated with the Recycling Division of the Solid Waste Department. Will provide education to the general public and county employees on the importance of recycling and source reduction. Serves as the department safety officer and coordinates the Solid Waste Department professional and technical programs to include work assessing, planning, developing, and implementing safety and technical training programs in emergency and non-emergency situations.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Plans, prepares, implements, and supervises recycling activities and programs of the Solid Waste Department, ensuring compliance with the rules and regulations. This includes written reports, contract specifications, and coordinates promotional budget. Provide training to Solid Waste staff on how to improve the overall recycling performance in the County.
- Serves as liaison with various individuals and groups to provide information and education. Coordinates the development of public information materials regarding the County's recycling, solid waste disposal, and waste reduction programs. Serves as the Solid Waste Department's and Marion County Board of County Commissioners liaison to Keep Marion Beautiful Organization. Also serves as a Board Member with this organization.
- Gives oral presentations to local, civic, and governmental groups in reference to the operations and procedures of the Solid Waste Department, also serves as a member of the Marion county Speakers Bureau. Coordinates the Solid Waste Department landfill and recycling tours to a variety of groups.
- Assesses effectiveness of occupational safety and technical training efforts. Evaluates effectiveness of interventions or solutions through participant feedback, test instruments, and reports. Reviews and researches safety equipment, tools, equipment and materials used in landfill, transfer station, and recycling centers construction and maintenance. Makes purchasing recommendations. Prepares occupational safety and training reports, and develops and maintains reports
- Prepares written reports containing findings, conclusions, and recommendations pertaining to the management and expansion of current and future recycling and solid waste management. This includes preparation and processing of contracts, permits, grant applications, budget charts, recycling reports and press releases. Gathers and analyzes data in preparation of grant applications. Manages current and future contracts pertaining to recycling and source reduction. Reviews technical documents for recommendation and enforcement.
- Coordinates and conducts safety training. Coordinates and develops training curriculums and lesson plans. Coordinates safety and technical training programs with division management and other divisions and departments as necessary. Researches available resources and

RECYCLING COORDINATOR

teaching methodologies to effectively design and deliver training.

- Recommends, designs, develops and coordinates the implementation of performance based safety and training programs in response to specific divisional requests or needs. Develops and maintains operating policies and procedures related to safety and training. Assists in annual budget preparation for safety and training issues.
- Investigates and analyzes accident and incident injuries, damage, and overall associated costs. Monitors and analyzes technical training costs and associated benefits.
- Coordinates with Department of Environmental Protection to determine over all County Recycling Rate. Collects data from businesses and franchise haulers, county and municipalities to compile the data into an overall annual recycling report which is forward to the Department of Environmental Protection.
- Monitors current and future contracts pertaining to recycling, source reduction and other department operational programs.
- Assists in the preparation, analysis, and implementation of annual budget reports and Capital Improvement Plans. Manages and controls expenditures. Manages grant expenditures. Prepares related reports and records.
- Maintains current knowledge of trends and developments in the field for application to functions under their charge.
- Visually inspects recycling collection centers and collects information from the residents to recommend improvements.
- Monitor ground water laboratory data from landfill sampling events. Deliver bottled water to residents when drinking water well is suspect of contamination. Assist in reporting to Health Department on suspected contaminated wells. Maintain testing log for drinking water wells at all recycling centers located in Marion County.
- Travels throughout the County to conduct presentations to audiences of all ages for the purpose of providing education on the value of recycling and source reduction.
- In emergency situation, serves as a representative of Emergency Service Function 3 (ESF 3) when a declaration of State of Emergency is activated by the State of Florida for storm management. Coordinates with debris contractor for the location and management of temporary disposal sites in accordance of the Florida Department of Environmental Protection and the Federal Emergency Management Agency (FEMA). Coordinates with other county departments on the following: emergency operations, debris management, and safety issues and concerns. Assist other County departments with the following; invoicing, data collection, ticket reviews, and collection of data for project worksheets for the public assistance reimbursement program through FEMA and the State of Florida. In the event of a disaster like a hurricane, this essential duty may consume up to 100% of available time for at least three months.

SECONDARY FUNCTIONS

RECYCLING COORDINATOR

- Provides computer operational support and reviews software to develop recommendations.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate Degree or equivalent from a two-year college or technical school with major course work in public administration, environmental science, or related field and three to four years experience of an increasingly responsible nature in solid waste operations as related to environmental protection and recycling, or equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write routine reports and correspondence.

RECYCLING COORDINATOR

- Effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to work with mathematical concepts such as probability and statistical inference.
- Fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.

Specialized Skills and Abilities

- Ability to prioritize and analyze data and meet multiple deadlines.
- Ability to conduct research, to analyze and interpret findings, and to prepare clear and concise reports.
- Ability to make independent decisions and work independently.
- General knowledge of recycling and source reduction practices, public relations, and State laws relating to recycling and solid waste management.
- Computer skills in word processing, database, spreadsheets, and presentation applications.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the position by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the Department and the County.

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks.

PHYSICAL DEMANDS

RECYCLING COORDINATOR

While performing the duties of this job, the employee will occasionally be required to walk, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell, and to lift up to fifty pounds; will regularly be required to stand, sit, and reach with hands and arms, and to lift up to twenty five pounds. Vision requirements are close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The noise level for this job is moderate.

Established 10/99

Pay Grade: 18

Job Description Number: 5031

Category: 5

Status: E

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