

CITY OF HUNTINGTON PARK
CLASS SPECIFICATION

RECYCLING COORDINATOR

Civil Service Status:	Competitive	Bargaining Unit:	General Employee Association
Probationary Period:	One Year	Approved by City Council:	1-20-09
Classification Series:	Field Services	Resolution No.:	2009-8
FLSA Status:	Non-Exempt		

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under direction of the Director of Field Services or designee, performs a variety of technical field, administrative and advocating duties including, but not limited to recycling programs and policies, conservation, compliance, planning, auditing, inspecting and reporting on environmental issues and public works; and other related work as necessary.

EXAMPLE OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Prepares and implements public information programs on appropriate waste reduction activities including recycling, composting and the collection and disposal of special waste;
- Collects, compiles and analyzes data to monitor recycling programs and assure compliance with state and federal laws;
- Prepares reports, public information publications, news releases and grants;
- Recommends improvements for collection, separation, processing and marketing recycled materials;
- Maintains liaison with County departments and other private and public agencies to ensure cooperation on all recycling and waste reduction efforts and resolve potential conflicts, and other related work as necessary.
- Coordinates and promotes a comprehensive recycling program;
- Promotes resource conservation, monitor, expand and execute recycling programs and implement grant sponsored activities.
- Designs, promotes and implements public education activities on source reduction, sustainability and recycling; composting; and special waste;
- Collects, organizes and evaluates data to develop a successful means of monitoring program effectiveness thus ensuring compliance with state and federal statutes;
- Conducts workshops and designs and conducts presentations using a variety of mediums and performs targeted outreach to the community, including school children; professional and business organizations; and special interest groups;
- Represent the City on recycling and environmental issues at conferences, committee meetings, professional associations, community organizations and public and private agencies;
- Design public information publications such as brochures and write news releases;
- Prepares and submits a variety of compliance reports to state and county agencies;
- Monitors collection, source separation, processing and marketing of refuse and recyclables; analyzes program efficiencies and administer adjustments to increase program effectiveness;

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- Assists with designs and implement pilot programs in residential, business and institutional sectors; monitor effectiveness. Expand or discontinue programs based on achievement of program goals and effectiveness;
- Establish and maintain liaisons with City staff, county and special district staff, local and state agency government officials, and other public and private agencies to ensure cooperation, on recycling, waste reduction and other environmental issues;
- Actively recruit and partner with students, residents, business interests, other agencies, community groups and non profit organizations to achieve program goals and objectives;
- Monitor legislation and industry trends and innovations in the fields of resource conservation, recycling and sustainability; make recommendations as needed;
- Assumes responsibility for ensuring the duties of position are performed in a safe efficient manner;
- Performs other related duties as assigned or as situation requires

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Environmental and solid waste issues;
- Environmental Laws and Regulations;
- Program development, administration and evaluation;
- Record keeping methods and filing systems;
- Statistical methods;

Skills:

- Possess skills to word process general correspondence, spread sheets and reports using a personal computer and software application;

Ability to:

- Effectively communicate both orally and in writing;
- Deal with all levels of employees and the public;
- Speak before groups of people;
- Plan, implement and evaluate recycling regulations relating to recycling requirements;
- Work independently with limited supervision;
- Write clear, concise grammatically correct correspondence and reports;
- Handle confidential information with discretion;
- Maintain effective working relationships with other employees, agencies and the general public;
- Prepare and present information to public groups;

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- Collect information, analyze data and make recommendations;
- Work necessary hours and times to accomplish goals, objectives and requires tasks;
- Assume responsibility for providing effective customer service;
- Willingness to work overtime as requested;
- Deal calmly with rude or angry people;
- Develop necessary skills from on-the-job training and meet the standards of performance or higher for the classification by the end of the probationary period;
- Willingness to assume responsibility to maintain a safe working environment;
- Establish smooth working relationships and resolve interpersonal conflicts;

Education and Experience Guidelines – *Any combination of equivalent education, training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Graduation from an accredited college or university with a degree in Public Administration, Business Administration, Urban or Environmental Planning, Environmental Engineering or Science or other related field;

Experience:

One (1) year of experience in the development, implementation, coordination, etc. associated with administration of recycling and/or environmental programs or graduate course work in Solid Waste Administration.

License or Certificate:

- Possess a valid Class C California Driver's License.

Physical Requirements:

Must meet approved physical and pre-placement medical standards for the position.