



JOB DESCRIPTION

JOB TITLE:	Recycling Coordinator	DEPARTMENT:	Resource Recovery
REPORTS TO:	Diversion Manager	FLSA STATUS:	Non-Exempt
PREPARED DATE:	January 2004	APPROVED DATE:	March 18, 2004
REVISION DATE:	October 2011		

SUMMARY

Under general direction of the Diversion Manager, plans, directs and monitors residential, commercial, school and government resource recovery services in support of Board directives and pertinent federal, state and local mandates. Manages the public education and outreach programs including media communications. Develops and expands the market and exchange opportunities for diverted or recycled materials. Assists in ensuring compliance with resource recovery elements in franchise hauler collection agreements. Works closely with the Contracts and Grants Analyst to research, secure and monitor appropriate grant opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties and responsibilities may be assigned).*

Manages comprehensive programs to promote recycling and reuse of waste materials within the Authority's service area; develops and designs displays, exhibits, educational materials, brochures, advertising copy, information, and public outreach efforts to promote waste reduction, recycling, composting and household hazardous waste collection for presentations and events; oversee programs developed for schools; researches and recommend procedures to improve the economic feasibility of recycling activities; conducts solid waste audits for businesses, municipalities and schools, reviews and monitors existing recycling and diversion programs, tracks, compiles, calculates, and analyzes disposal and recycling tonnage for compliance reports mandated by State law; prepare plans and recommendations to assist member agencies in developing additional recycling, composting, and transformation programs and provides assistance to implements projects contained in City and County Source Reduction and Recycling Elements; represents the Authority at special events and on recycling committees; coordinates multi-media advertising campaigns; issues press releases and maintains on-going media relations; serve as contract manager for media agreements; responds to information and assistance requests from businesses and the public; supervises and conducts performance evaluations for subordinate staff; manages grants related to recycling activities. Manages the Salinas transfer station Materials Recovery Center and ensures marketable recyclables are competitively bid and shipped at appropriate intervals. Attends meetings and events outside regular work hours and location as required.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Resource Recovery Technicians and provides direction to Administrative Support Assistant I or II on specific tasks or projects.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness/Resource Management

Does not waste resources. Looks for methods to improve processes that have a positive impact on the

bottom line. Demonstrates productive and effective use of resources (e.g. human resources, money, material, tools, time, and information). Ensures effective cost control of resources.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Participative/Performance Management

Encourages team members to contribute ideas, opinions and suggestions. Involves team members in problem-solving and decision-making. Is accessible and responsive when approached. Has written Performance Plans/Agreements collaboratively agreed with each team member. Sets realistic yet stretching goals, objectives and targets. Establishes appropriate procedures to measure and monitor work performance of team members. Regularly discusses progress and issues (using team meetings and one-on-one discussions with each employee). Provides formal and informal feedback on performance on an ongoing basis. Demands excellence and recognizes and rewards excellent performance. Does the necessary coaching, counseling and disciplining where performance or work behavior is not up to standard. Gives criticism balanced, constructively and tactfully. Conducts formal performance appraisals fairly and in a way that motivates and re-commits team members.

Supervisory Skills/Team Building and Motivation

Distributes tasks fairly among team members based on their individual competencies and workload. Organizes work processes in an effective, efficient, and streamlined manner. Provides employees with the necessary training and resources to get the job done. Communicates clear performance expectations and standards to team members, and discusses progress and issues (using regular team meetings and one-on-one discussions with all employees). Maintains strong control of team performance, and achieves agreed-upon quality end products and deliverables. Works well with allocated resources, support staff and management. Inspires and motivates team members to perform optimally. Gives team members ongoing and balanced performance feedback. Coaches team members effectively to improve their job skills. Is patient and shows an appropriate level of caring. Solves people problems with tact and diplomacy, and resolves internal conflict effectively. Inspires, motivates, and guides team members towards higher task accomplishment. Fosters and sustains cooperative and collaborative working relationships within the team. Fosters team spirit, commitment, passion and enthusiasm. Creates an environment that encourages employees to take initiative and calculated risks. Is quick to reward, praise and compliment where deserved. Criticizes defaulters constructively so that they are re-motivated and re-committed. Jointly celebrates team successes and achievements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Qualifications

Any combination of training and experience, which would likely provide the required knowledge, skills and abilities are as follows:

- Two (2) years of varied and responsible experience in public information and public education, preferably including experience in developing and promoting recycling and other solid waste management programs.
- Completion of advanced educational training equivalent to a Bachelor's degree in Public Administration, Journalism, Public Relations, Political Science, Environmental Science, Education, Resource Management, or a related field.

Desirable Experience and Knowledge Base

- The California Integrated Waste Management Act of 1989 and subsequent recycling related legislation.
- Source reduction, recycling, reuse, composting, and transformation methods and practices.
- Environmental, political, and planning issues related to Solid Waste Management.
- Advertising and marketing techniques.
- Prepare clear and concise statistical analysis and narrative reports using word processing, spreadsheets, and desktop publishing.

- Sound customer service practices and procedures; ability to communicate and work with people of diverse ages, ethnic and social backgrounds.
- Public education/information methods and practices.
- Techniques used in effective written and oral presentations.
- Principles of work direction, supervision, and coordination with the ability to communicate written and verbal instructions and directions.
- Spreadsheet software and word processing software.
- Plan, organize, implement, and supervise effective public information, waste reduction, and recycling programs.
- Respond positively to issues and concerns generated by residents and businesses.
- Analyze and interpret Federal, State, and local laws and regulations related to waste management and recycling.
- Develop and implement public information, public education, and media relations programs.
- Use effective techniques to communicate effectively verbally and in writing.
- Speak effectively before groups i.e.: the public, local schools, customers or employees of the organization.
- Effectively present Authority policies, programs, and services to employees, the public, the media, representatives of other agencies, and local schools.
- Possess good interpersonal skills and establish and maintain cooperative working relationships.
- Supervise assigned staff.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Mathematical computation: add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain within 6 months of employment, a Solid Waste Association of North America Recycling Program Manager Certificate or a California Resource Recovery Association Certified Resource Management Professional . A valid California driver’s license is required.

OTHER QUALIFICATIONS

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

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment - The work environment a typical office setting; however field visits are required on a periodic basis, which may involve outdoor weather conditions, fumes, airborne particles, loud noise levels, and unpleasant odors. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date