



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Resource Recovery Technician I & II	<b>DEPARTMENT:</b>	Resource Recovery
<b>REPORTS TO:</b>	Recycling Coordinator	<b>FLSA STATUS:</b>	Non-Exempt
<b>PREPARED DATE:</b>	January 2004	<b>APPROVED DATE:</b>	March 18, 2004
<b>REVISION DATE:</b>	July 2016		

### SUMMARY

Under the direction of the Recycling Coordinator, performs a variety of duties relating to diversion and recycling programs and household hazardous waste collection. Assists Recycling Coordinator with planning, organizing, promoting, facilitating, and implementing the comprehensive programs to promote waste reduction and the recycling and reuse of waste materials within the Authority's service areas. Designs and implements public education programs including public outreach, media communications, marketing collateral, school programs, and Household Hazardous Waste collection programs for the Authority.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*(Other duties may be assigned.)*

**Establish Programs** - Works with vendors and school districts to establish or enhance recycling/reuse programs; conceptualizes and executes school assembly programs; assists with identifying and promoting markets for recycled materials; establish exchange partnerships and maintain connection to local, regional and State Exchange websites; works independently or in collaboration with marketing consultant preparing and maintaining stock of promotional materials, including brochures, advertisements and incentive giveaways; establishes and implements event and promotional schedules. Maintains Resource Recovery Calendar and Master Events Calendar; designs educational display materials; designs and implements landfill and household hazardous waste collection facility tours; assists with coordinating the Curbside Used Oil Collection Program with contractors; conducts research and maintains current information and awareness regarding waste reduction, recycling, and composting transformation programs. Monitors success of programs through follow-up waste audits and frequent correspondence.

**Public Outreach** – Provide information to the general public about the environmental programs, including recycling, electronics recycling, materials exchange, disposal of household hazardous wastes, and composting opportunities. This is accomplished through several methods, including: representing Authority at special events by staffing informational booths, giving presentations, performing media interviews, conducting multimedia ad campaigns, responding to telephone inquiries, making one-on-one contacts, developing and distributing educational materials and brochures, and performing waste audits. Assists businesses and schools with implementing more sustainable practices, which includes utilizing environmental alternatives to packaging, raw materials and energy sources.

**Establish and Track Base-years** - Establishes base year calculations for diversion rates; tracks and reports diversion rates.

**Write reports and descriptions of Programs** - Prepares advertising and public service announcements; develops data and prepares reports for recycling and public information programs; develops and implements student and business professional programs including classroom presentations and distribution of curriculum materials. Perform Solid Waste management related record-keeping by:

Resource Recovery Technician

collecting and interpreting data from business and multi-family residential waste audits, compiling and recording data on quantity and type of materials discarded and provide reports quantifying data and recommending waste diversion, money-saving/making recycling techniques.

### ***Additional Duties***

Assists in waste characterization studies. Performs a variety of assignments as delegated by the Diversion Manager, Resource Recovery Coordinator, General Manager and occasionally, other managers.

Attends meetings and events outside normal work hours and location as required.

### **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***

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

#### ***Customer Focus/Interpersonal Skills***

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

#### ***Flexibility/Adaptability/Initiative/Proactivity***

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

#### ***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.

#### ***Teamwork***

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages

and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### *Minimum Qualifications*

One year certificate from college or technical school or six months related experience and/or training, or equivalent combination of education and experience.

High school diploma or general education degree (GED); three months experience in public information and public education or related experience and/or training; or equivalent combination of education and experience. Bilingual in English/Spanish desirable.

### ***Language Skills***

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to read, analyze, and interpret general business periodicals, or governmental regulations.

### ***Mathematical Skills***

Ability to 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.

### ***Reasoning Ability***

Ability to 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.

### ***Desirable Experience and Knowledge Base***

- One year certificate from college or technical school in Public Administration, Journalism, Public Relations, Political Science, Environmental Science, Education, Resource Management: or six months related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Microsoft Office.
- California Integrated Waste Management Act of 1989 and subsequent recycling related legislation.
- Source reduction, recycling, composting, and transformation methods and practices.
- Environmental, political, and planning issues related to Solid Waste Management.
- Advertising and marketing techniques.
- Public education/information methods and practices.
- The use of computers and software packages for statistical analysis, word processing, spreadsheets, and desktop publishing.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before large groups, the public, school and business employees and students
- Analyze and interpret Federal, State, and local laws and regulations related to waste management and recycling.
- Prepare clear concise statistical and narrative reports.

- Effectively present Authority policies, programs, and services to employees, the public, the media, representatives of other agencies, and local schools.

**Resource Recovery Tech II position:**

Is a senior level position for a trained individual who has experience in managing waste reduction and recycling programs and more than 1 year experience in managing and leading commercial and/or school recycling programs and media or marketing projects. This individual works closely with supervisors to define program work plans and can work independently with little supervision. In addition to the duties listed above, the Resource Recovery Tech II may also act as the Recycling Coordinator due to absences or time-off. A RR Technician II has excellent verbal and written communication skills, advanced skills level in the use of Microsoft Office, and a complete knowledge of solid waste management and resource recovery systems.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- 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 frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment** - The work environment is a typical office setting, however 30% of the job includes required field visits, which may involve outdoor weather conditions, fumes, airborne particles, moderate 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.

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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.

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Employee

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Date