

DISTRICT RECYCLING COORDINATOR

DEFINITION

Under direction, plans, monitors, promotes, coordinates, and provides technical assistance to municipal recycling programs within the county to ensure compliance with legislated environmental objectives of the State of New Jersey; does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Participates in the planning, development, and evaluation of recycling and reclamation programs for the efficient disposal of recyclable material such as cans, glass, used oil, paper, and so forth.

Writes the district's recycling proposals and applications for grants, and prepares drafts of recycling contracts.

Consults with concerned officials for the purpose of expanding and improving the systematic recovery, efficient storage, collection, transportation, separation, processing, recycling, and disposal of any reusable material which may, through efficient resource recovery management, decrease the amount of solid waste to landfills, conserve energy and resources, and return to the economic mainstream recyclable materials in the form of raw materials or products.

Explains the significance of developing and implementing a local recycling program to various municipalities by addressing government, business, fraternal, educational, and civic groups concerning the State of New Jersey's legislation related to the problems, goals, and solutions of decreasing the disposal of reusable waste at landfill sites, and the environmental and economic value which a comprehensive recycling program achieves through the recovery of reusable materials from solid waste.

Negotiates contracts with private firms to provide the greatest revenue return from the recyclable material.

Writes and distributes educational material, press releases, and other informational materials designed to promote the recycling program and encourage participation of residents in the program.

Serves as a resource and liaison person with the municipalities providing them with information related to the availability of grants-in-aid and other forms of monetary and nonmonetary assistance from public and private sources, and may assist local officials in preparation of applications for such assistance.

May prepare estimates of the cost and revenue acquired from the program.

Conducts and/or participates in seminars, meetings, and other public forums related to recycling management which may include presentations before large groups of people.

Periodically conducts specific market analysis to determine how materials will be most effectively reclaimed for recycling at the greatest overall benefit to the county at large.

Conducts field surveys, reviews and studies recycling storage, collection, transportation, separation, processing, recovery, and disposal, and the selling of reusable materials to vendors by the jurisdiction, and prepares accurate and informative reports containing findings, conclusions, and recommendations. May plan, formulate, and direct the implementation of staff training and/or the training of local government coordinators of recycling programs.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Two (2) years of experience in solid waste or recycling management.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

MUNICIPAL RECYCLING COORDINATOR

DEFINITION:

Under direction, plans, develops, implements, and coordinates the recycling program of a local jurisdiction; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Plans, coordinates, and develops the recycling program for a jurisdiction for the efficient disposal of recyclable material such as metal cans, glass bottles, used oil, paper products, and so forth.

Develops and implements plans for promoting the recycling program.

Writes and distributes educational material, press releases, and other informational materials to promote the recycling program and encourage participation of residents in the program.

Writes the jurisdiction's recycling proposals, applications for grants, and prepares drafts of recycling contracts.

Consults with concerned officials for the purpose of expanding and improving the recycling program and its efficiency.

Coordinates recycling program activities with the collection of other solid waste materials, whether by private contractor or by the municipality.

Oversees the work performed onsite by contractors or public employees.

Inspects general quality of work and/or compliance with contractual agreement and/or adherence to specifications.

Contacts vendors and contractors to request information on the prices of materials and/or services to develop cost projections of recovering recyclable materials.

Prepares correspondence to contractors, cooperating agencies, and town officials to provide information and answer inquiries regarding the recycling program.

Recommends where disposal units for recyclable materials should be placed within the jurisdiction based on greatest impact of accessibility by citizens.

May negotiate recycling contracts with private firms to provide the greatest revenue return for the recyclable material.

Recommends the purchase of equipment such as crushing machines so as to reduce the bulk of the transported product to the contracted recycling firm.

Determines to what extent material needs to be segregated, identified, and handled to prepare it for disposal.

Determines type of equipment and personnel needed to accomplish the segregation, identification, and handling of material. Arranges for space, equipment, and personnel to carry out the disposal activities in an efficient, economical, and proper manner.

Evaluates the adequacy and appropriateness of policies and procedures guiding the program.

Periodically conducts specific market analysis to determine how materials will be most effectively reclaimed for recycling at the greatest overall benefit to the municipality.

Analyzes handling procedures to determine need for improving or changing approach or technique.

Ensures the cleanliness of the recyclable disposable locations.

Develops and maintains harmonious relations with government, professional and civic groups, and industry personnel.

Speaks before various groups to apprise them of the purpose and goals of the recycling program and to elicit their support.

Prepares cost estimates on the cost and revenue acquired from this program.

Establishes and maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of experience in the management of a solid waste, recycling, or resource recovery program.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Alternate Sample

MUNICIPAL RECYCLING COORDINATOR

Under direction of the governing body, recycling coordinator is responsible for developing and implementing methods and programs to achieve optimum recycling in the municipality, in compliance with State requirements and goals and in conformance with the Warren County Solid Waste Management Plan – Recycling Element.

Duties

- Actively encourage source reduction and recycling in the municipality by example and education.
- Acts as a resource to municipal residents and answers questions related to recycling and solid waste management.
- Prepares correspondence as necessary to properly and efficiently perform the job, including regular reports to the governing body.
- Maintains accurate and complete records of recycling tonnage in the municipality.
- Correctly completes the Annual Recycling Tonnage Report and Grant Application required by NJDEP, and submits on time to NJDEP and the Warren County Recycling Coordinator.
- Publicizes at least once every six months, the provisions of the municipal recycling program.
- Enforces the municipal ordinance requiring recycling, using warnings and summonses, and works cooperatively with the Department of Health and the Police Department.
- Keeps current with recycling issues and technology.
- Attends county meetings of municipal recycling coordinators as necessary.
- Takes advantage of opportunities to continue personal education related to recycling and waste management.

Requirements

Residency in the municipality is preferred, but not required.

Possession of a high school diploma or equivalent, plus good communication skills.

Individual must be actively recycling in home according to municipal ordinance.

Possession of working knowledge of recycling methods.