

Middletown, CT Job Description

Classification Title	Recycling Coordinator
Job Code	
Department	Public Works
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to coordinate and oversee recycling, composting, solid waste and household hazardous waste operations and activities for the City. ~~The work is performed under the direction of the Director of Public Works.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Coordinates and oversees recycling operations, activities and purchases. Develops specifications for composting and recycling services and equipment. Researches and provides technical information for managing the system and recycling and solid waste purchases. Applies for and administers recycling grant programs.
- Designs, distributes and conducts education and publicity campaigns, promotions and special events to promote recycling programs and services. Organizes and promotes recycling workshops and events with other departments and agencies. Manages department website for DPW information.
- Coordinates regional events with Midstate Regional Planning Agency and other towns; works with City departments, businesses, institutions and multi-family complexes to ensure compliance with recycling laws. Coordinates recycling activities with City's solid waste haulers. Enforces recycling and solid waste regulations for individuals, institutions and businesses. Investigates solid waste and recycling complaints. Monitors violators to ensure compliance with laws. Organizes and distributes hauler registrations and licenses.
- Develops, promotes and presents school and camp recycling programs; prepares and conducts presentations on various solid waste issues. Markets recyclable materials and coordinates activities with markets and processing centers. Markets recyclable materials. Coordinates activities with end markets and processing centers. Writes specifications and oversees bid process for marketing the materials.

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- Prepares a variety of reports, documents and ~~correspondence;~~
~~traces correspondence.~~ Traces tonnage and produces monthly reports ~~;~~ ~~e~~Compiles data to meet state reporting requirements for recycling and transfer station.
- ~~Researches new recycling opportunities and develops new programs; administers seasonal programs.~~
- ~~Applies for and administers recycling grant projects.~~
- ~~Investigates all recycling and solid waste complaints and takes necessary action to resolve; monitors violators and all community sectors to ensure compliance with recycling laws.~~
- Participates in state and local organizations and activities. ~~and Wesleyan Recycling Activities;~~ ~~d~~Develops and lobbies for solid waste and recycling legislation to help the program.
- ~~Organizes and promotes composting activities in the City; maintains the City Compost Garden and educational area.~~
- ~~Oversees the operation of the Recycling Center to ensure compliance with state law.~~
- ~~Coordinates all household hazardous waste promotions and activities.~~
- ~~Organizes and distributes solid waste licenses and registrations.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Environmental or Public Administration and at least two years of experience in with five years of progressively responsible recycling coordination/promotion ~~;~~ ~~experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

Other

- Position requires possession of a valid Connecticut driver's license.

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PREFERRED QUALIFICATIONS

Master's degree in Environmental or Public Administration and at least five years of recycling coordination and promotion experience. Member of CT Recyclers Coalition.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.
- ~~Requires the ability to provide first line supervision.~~ Ability to persuade, convince, and train others.
- ~~Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~ Knowledge of solid waste and recycling laws
- ~~Requires the a~~Ability to utilize a wide variety of reference and descriptive data and information such as weight slips, reports, registrations, assignments, memos, purchase orders, ordinances, manuals, references, laws, regulations, blueprints, correspondence and general operating manuals.
- ~~Requires the ability to communicate orally and in writing with the Director and all department personnel, other City departments, schools, City officials, business owners, haulers, residents, the media and the public.~~ Knowledge of equipment options and solid waste management systems
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra, geometry and trigonometry.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to P~~erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~eet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

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- ~~• Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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