

## **RECYCLING COORDINATOR (RRA)**

### **DISTINGUISHING FEATURES OF THE CLASS:**

An employee in this position is responsible for developing, maintaining and implementing a recycling and materials recovery plan and program at the County level that will result in the reduction of the municipal solid waste stream. The work also requires creative communication and public education skills in addition to the ability to work with local municipal governments in establishing recycling programs. General supervision and direction is received from the Executive Director of the Dutchess County Resource Recovery Agency. Duties shall relate to the New York State Solid Waste Management Plan and Dutchess County Resource Recovery Agency Solid Waste Management Plan which includes waste reduction, reuse, recycling, resource recovery and landfilling. Duties shall insure recycling to be fully integrated into Dutchess County Solid Waste Management Plan.

### **TYPICAL WORK ACTIVITIES:**

1. Assists in the drafting of a comprehensive recycling and source separation program;
2. Assists in the coordination of recycling and source separation programs in local municipalities as needed on a county wide basis;
3. Researches possible markets for recyclable materials and monitors fluctuating prices;
4. Prepares technical reports on recycling and source separation programs;
5. Develops and maintains liaison with various private sector companies and groups in the recycling markets;
6. Provides direction to consultants employed by Dutchess County Resource Recovery Agency concerning recycling program goals;
7. Addresses community groups and municipal officials on materials recovery and recycling;
8. Develops and maintains files on source separation program, materials recovery systems and makes information available to interested groups and municipal officials;
9. Works closely with the Dutchess County Resource Recovery Agency Ad Hoc Recycling Committee and other similar organizations including the Dutchess County Environmental Management Council and attends Dutchess County Resource Recovery Agency Ad Hoc Recycling Committee meetings;
10. Implements and evaluates recycling pilot projects;
11. Meets regularly with County municipalities to promote the Recycling Plan and to exchange information on source separation programs and techniques;
12. Provides liaison with regional recycling efforts;
13. Monitors compliance with materials recovery, waste reduction regulations;
14. May write grant proposals and prepare applications for assistance relating to recycling;
15. Attends and participates in conferences related to solid waste management;
16. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of science and technology as applied to materials recovery and recycling programs; good knowledge of the principles and practices of solid waste management and how these practices relate to the protection of the environment; ability to work effectively with advisory groups, government officials, the public and private business; excellent communicative skills; ability to prepare and present complex reports effectively; ability to organize and implement a project from concept to completion; physical condition commensurate with the demands of the position.

**RECYCLING COORDINATOR (RRA) (Cont'd)**

**MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)**

- EITHER:       (A)     Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in environmental science, planning or similar related field and two (2) years of experience in municipal, community, regional planning with emphasis in environmental planning, solid waste management or recycling; or
- OR:            (B)     An equivalent combination of training, education and experience.

EV5201

ADOPTED:   05/11/93