

RECYCLING SPECIALIST / SANITATION INSPECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for administering a local recycling program and for enforcing Section 9 of the City of Poughkeepsie's Code of Ordinances. An incumbent in this class develops and implements new recycling approaches, coordinates prescribed recycling plans and publicizes such activities. In addition, this position is responsible for monitoring and enforcing recycling and sanitation ordinances. General supervision is received from a higher level employee. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Coordinates recycling efforts in a municipality;
2. Develops, implements, and maintains an educational program on waste management and resource recovery in a municipality;
3. Conducts public awareness programs on recycling and sanitation laws to special interest groups, i.e. schools, public officials, and the general public;
4. Serves as liaison between agency and Dutchess County Recycling Committee;
5. Establishes and maintains relationships with other municipalities and interested parties in recycling matters;
6. Monitors abandoned vehicles, garbage, and debris placed on lots; grass and weed complaints; bulk trash and/or garbage placed on curbs; illegal dumping and monitors residents recycling;
7. Represents municipality and provides testimony in City Court regarding violations;
8. May collect data and maintain written records, photographs, etc. in order to prepare for presentation in a judicial setting;
9. May supervise a sludge management program and/or landfill closure planning;
10. May administer a grant program for local resource reuse and recovery;
11. May act as a liaison to various committees, such as City Beautification Committee and Waterfront Revitalization Committee;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of waste management and resource recovery programs 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; ability to communicate effectively both orally and in writing; ability to prepare and present reports; ability to organize and implement a project from concept to completion; initiative; tact; courtesy; physical condition commensurate with the demands of the position.

RECYCLING SPECIALIST / SANITATION INSPECTOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's degree in ecology, biology, environmental science, planning, or a related field;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with an Associate's degree in ecology, biology, environmental science, planning, or a related field and two (2) years responsible work experience in environmental planning, solid waste management or recycling;
- OR: (C) An equivalent combination of training, education and experience.

NOTE: Work experience as described in (B) may be substituted for education on a year for year basis.

EV2302

ADOPTED: 07/14/89

REVISED: 12/12/89 06/02/92 10/21/93 03/01/96