



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**RECYCLING EDUCATOR**

DATE ADOPTED: 12/16/2016

LAST REVISION: 12/8/2023

Page 1 of 2

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for developing, maintaining, implementing and educating the public and private entities on material management and recycling programs. The work will require creative communication in working with local municipal governments, schools, and not-for-profit entities in establishing waste reduction programs. General supervision and direction is received from the Deputy Commissioner of Solid Waste Management. Duties shall relate to the New York State Solid Waste Management Plan Beyond Waste and the Dutchess County Local Solid Waste Management Plan, which includes waste reduction, reuse, recycling, resource recovery, and landfilling.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Assists in the County's 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. Develops and maintains outreach to area residents, community groups, municipal officials, schools and businesses concerning materials recovery and recycling;
4. Works with local recycling companies to assist in educational programs;
5. Provides direction to consultants employed by Dutchess County Solid Waste Management concerning recycling program goals;
6. Develops and maintains files on source separation programs and techniques, materials recovery systems and makes information available to interested groups and municipal officials;
7. Works closely with the Dutchess County Resource Recovery Agency and other similar organizations including the Hudson Valley Regional Council, Cornell Cooperative Extension Dutchess County, and the Dutchess County Environmental Management Council;
8. Implements and evaluates recycling and composting pilot projects;
9. Assists in monitoring compliance with the County's materials recovery and waste reduction regulations;
10. Assists in intern programs concerning recycling and materials management;
11. May write grant proposals and prepare applications for assistance relating to recycling;
12. Attends and participates in conferences related to recycling, composting and reuse;

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

Good knowledge of environmental sustainability and natural resources 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; ability to communicate effectively as a



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Page 2 of 2

public educator; ability to prepare and present complex reports effectively; ability to organize and implement a project from concept to completion; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- EITHER: (A) A Bachelor's degree in education, environmental science, natural resources, engineering, planning, or a related field;
- OR: (B) An Associate's degree in education, environmental science, natural resources, engineering, planning or related field and two (2) years of work experience in either municipal, community, or regional planning with emphasis in solid waste management or recycling;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

**NOTE:** Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

**SPECIAL REQUIREMENTS:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: CSEA/13</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Professionals</b>	<b>FLSA Code: OT Eligible</b>	<b>WC Code: 8810</b>	<b>NYSLRS Job Code: 04500E</b>
<b>REVISION HISTORY: 1/13/2017; 5/12/2022; 12/8/2023</b>			