

DISTRICT RECYCLING COORDINATOR

2021

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; performs other 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.

Writes recycling proposals and grant applications for the district. Writes and prepares drafts of recycling contracts.

Consults with concerned officials to expand and improve the systematic recovery, efficient storage, collection, transportation, separation, processing, recycling, and disposal of any reusable material.

Explains the significance of developing and implementing a local recycling program to various municipalities.

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

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

Serves as a resource and liaison for municipalities regarding the availability of grants-in-aid and other forms of monetary and nonmonetary assistance from public and private sources.

Prepares estimates of the cost and revenue acquired from the program.

Conducts and/or participate in seminars, meetings, and other public forums related to recycling management.

Periodically conducts specific market analyses.

Conducts field surveys, reviews and studies recycling storage, collection, transportation, separation, processing, recovery, disposal, and the selling of reusable materials to vendors by the jurisdiction.

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.

Prepares and maintains essential records and files.

Will be required to learn how 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:

Applicants may be required to possess Certified Recycling Professional (CRP) certification issued by the Rutgers University Office of Continuing Professional Education.

NOTE: 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,

KNOWLEDGE AND ABILITIES:

Knowledge of the aims, goals, and objectives of recycling programs.

Knowledge of work project planning and organization methods and techniques.

Knowledge of the methods and techniques used to increase the public awareness of recycling programs and elicit public support.

Knowledge of the techniques used in public speaking, speech presentation, and preparation.

Knowledge of the methods and standard practices used in the preparation of reports containing findings, conclusions, recommendations, and correspondence.

Knowledge of procedures used in formulating and executing plans for the effective

utilization of available funds, personnel, equipment, and supplies.

Knowledge of techniques involved with the dissemination of public information.

Knowledge of principles, methods, and procedures used to evaluate programs activities.

Knowledge of the laws and regulations of the State of New Jersey pertaining to the storage, collection, transportation, separation, processing, recycling, recovery, and disposal of recyclable materials.

Knowledge of problems and techniques involved in the storage, collection, transportation, processing, recycling, recovery, and disposal of recyclable materials.

Knowledge of current state-of-the-art reclamation management methods, techniques, and practices applicable to all forms of reusable materials.

Knowledge of the methods and techniques used in training programs and public information campaigns.

Knowledge of grant application procedures, proposal writing, and grant administration.

Ability to act as a spokesperson for the program at public meetings.

Ability to utilize verbal, written, and graphic communication effectively.

Ability to analyze recycling collection and disposal problems, and develop effective methods for their solution.

Ability to implement conventional practices or develop new procedures to achieve administrative objectives in the areas of program development, data collection, training evaluation, and communication.

Ability to review and analyze current recycling programs and activities.

Ability to establish and maintain effective working relationships within the department, community groups, the public, and private agencies.

Ability to develop viable ancillary services by providing training to contracting municipalities, cooperating agencies and schools, and to professional and voluntary workers.

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Ability to prepare clear, technical sound, accurate, and informative statistical, financial, budget, progress, program evaluation, and other periodic reports of activities containing findings, conclusions, and recommendations.

Ability to prepare and maintain essential records, reports, and files.

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

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
07404		L	C		N/A	25		

This job specification is for **local** government use only.
Salary range is only applicable to state government.
Local salaries are established by individual local jurisdictions.

4/9/2021
