



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Recycling Coordinator

Department: Sanitation

Reports to: Sanitation Superintendent

Pay Grade: H08

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Recycling Coordinator plans, coordinates and implements educational programs related to recycling and composting. The job develops and coordinates public outreach campaigns and handles all administrative responsibilities associated with the recycling/composting programs and oversees administrative staff in the Sanitation Department.

The job involves public contact, oral presentations and development of newsletters, articles, brochures and/or other marketing materials. Administrative functions include collecting and recording data, processing and monitoring accounts payable, ensuring billing accounts are accurate and that customer concerns are handled in an efficient and timely manner. The Recycling Coordinator is responsible for the training, and day to day oversight of the Sanitation Administrative Assistant.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is an office and field environment that may include driving to various locations for public education presentations and meetings. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Plans, develops and coordinates the City's recycling and composting program. Develops and prepares marketing materials including brochures, newsletters, correspondence, etc. Makes presentations to schools or other public events to promote recycling and educate the public about recycling and composting. Represents the City at various meetings or on committees related to recycling and composting. Communicates and coordinates with City and County landfill operations. Monitors and tracks tonnage of trash versus recycling and residential versus commercial.

Processes and monitors billing accounts to ensure accuracy. Compiles information and data for budgeting purposes. Answers phone, dispatches service workers, enters payroll and accounts payable data. Supervises administrative staff; assigns duties, monitors work and provides input for performance reviews. Audits accounts to ensure proper collection and billing.

Responds to and resolves customer inquiries, suggestions and complaints. Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, techniques, and objectives of residential and commercial recycling and composting programs;
- Employee supervision, training, and evaluation methods and techniques;

- Public education, communication and marketing methods and techniques;
- Sanitation department policies and procedures; City ordinances and regulations related to sanitation and recycling;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Plan, develop, coordinate and implement recycling and composting programs in the City;
- Perform administrative and accounting duties for the department;
- Delegate, monitor and supervise the work of administrative staff;
- Communicate and coordinate with other departments, agencies, schools and the general public educate and promote recycling programs;
- Receive, process and resolve customer complaints;
- Collect, compile and report program data;
- Operate standard office equipment and a personal computer;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED is required; and
- Associate or Bachelor’s Degree in environmental programs is preferred; and
- At least three (3) years’ experience performing administrative and program coordination duties is required.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to handle materials or manipulate tools, and reach with hands and arms; and operate a motor vehicle. Sufficient visual acuity and hearing capacity to perform the essential functions, give oral presentations and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.