Job Description

Job Title:	Recycling Coordinator	Classification:	Classified
Department:	Public Works	Grade:	180
Occupational Group:	Public Works Administration	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; develops and manages a multi-county recycling program to achieve the source separation of waste materials for recycling and composting.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Supervises, trains, and evaluates work of Recycling Attendants operating the Recycling Center.
2. Prepares or oversees compliance with solid waste management contracts including collection, processing, and marketing of recyclable waste products.
3. Oversees operations of the City's contracted residential curbside trash and recycling program, as well as City's trash providers.
4. Develops and maintains a data management system on the region's demographics, results of the recycling and composting programs, and the achievement of financial and program objectives.
5. Prepares and submits applications and proposals for funding assistance from public and private sources. Prepares specifications for equipment, facilities, or systems for recycling and composting.
6. Researches technical developments in collection, processing, and marketing of recyclable and compostable materials.
7. Locates markets for recyclables; facilitates arrangements between businesses that dispose of recyclable materials, processors, and end-users.
8. Establishes and maintains professional working relationships with participating agencies and businesses including State and local government officials, civic and environmental groups, private sanitation companies, and print and electronic news and trade media.
9. Serves as City's designee to the Solid Waste Advisory Commission.
10. Resolves complaints about operation of the recycling and composting program.
11. Works with the Engineering Division to develop and improve the storm water quality program.
12. Contributes effectively to the Public Works Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
13. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
14. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
15. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and

coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

16. Develops and manages the division's annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the Department Director to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.

Other Duties

- Develops and implements public information and outreach programs for residential and commercial customers.
- Provides technical assistance to recycling or composting efforts undertaken by public, non-profit, or commercial entities. Supervises community events for large clean-up programs.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Basic categories of recyclable waste materials; techniques and processes of waste material separation; techniques and processes of composting; commercial and industrial uses for materials; methods and practices of private sanitation industry; grant writing; contract development and management; marketing principles; computer applications; principles of supervision; budget and forecasting applications; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with a diverse group of public and private organizations, City staff, and elected officials; strategic planning and organizing complex service programs; effective oral and written presentations; evaluating effects of environmental control services; supervising, coaching, and evaluating personnel; developing accurate bid specifications; developing and monitoring contractual compliance with external providers; Microsoft Office Suite.

Education: Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Engineering, Business, or related discipline.

Experience: Three years in planning and/or coordinating a waste materials collection, recycling, or marketing program.

Licenses and Certifications: Possess and maintain a valid state issued driver's license.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position and FLSA status
Revision details: City-wide job description revision and updates; FLSA status changed to exempt.	