

## RECYCLING MANAGER

GRADE 29

FLSA Status: Exempt

### **GENERAL DEFINITION OF WORK:**

Performs intermediate professional and administrative work identifying, researching, and recommending recycling alternatives; maintains customer-friendly, safe and efficient collection and recycling services; assures high quality of recycled commodities to maximize marketing value; does related work as required. Work is performed under occasional supervision. Position is considered essential personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

#### **Researching and identifying recycling diversion; developing and implementing programs and procedures; providing reports and information.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages customer-friendly, safe and efficient residential collection system.
- Manages Contractor and internal collection system hauling services.
- Manages department public information program.
- Participates to develop and implement safety program and improve facility operating procedures.
- Researches and identifies recycling markets to divert waste materials from disposal.
- Identifies end-user recycled material specifications and implements processing operations.
- Negotiates and implements recycling commodity contracts.
- Implements quality assurance recycling processing procedures and coordinates offsite shipments.
- Researches and applies for appropriate grants to fund initiatives.
- Implements waste audit procedures at industries, businesses, schools and other locations.
- Assists outside organizations and businesses to develop alternative waste & recycling collection programs.
- Monitors and ensures high quality control during recycling processing operations using quality assurance procedures.
- Conducts financial analysis, determining cost-benefit or recycling program.
- Develops and implements community recycling programs and schedules events.
- Supports School Recycling Programs and Education.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the practices and techniques of recycling and clean community programs; thorough knowledge of program objectives, procedures and organization; general knowledge of modern office practices, procedures and equipment; ability to devise detailed procedures and methodology; ability to plan to organize the work of volunteers; ability to communicate ideas effectively, both orally and in writing; ability to prepare reports and records; ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business management, environmental studies or related field and some experience in recycling and related operations.

### **PHYSICAL REQUIREMENTS:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and atmospheric conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.