

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: RECYCLING SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to develop, implement and administer programs for recycling solid & hazardous waste including Household Hazardous Waste (HHW), yard waste, C&D, MSW, sludge, organic waste, etc; implements residential/commercial waste reduction programs and business and residential support and education programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Researches and develops new/innovative hazardous waste collection and proper disposal programs including HHW collection, recycling and waste reduction procedures and programs; researches existing HHW collection, recycling and waste reduction programs and federal, state, and local legislation pertaining to solid waste disposal, HHW collection, waste reduction and recycling.

Creates, produces and presents educational programs for HHW collection & disposal, business recycling and all MSW and recycling collection.

Provides solid & hazardous waste (including Household Hazardous Waste recycling and waste reduction) on-site service and public outreach, information and education via the creation and dissemination of literature, websites, a hotline, special events, customer surveys, PSAs and advertising/marketing campaigns. Provides updates to the departmental page of the County web site relating to HHW.

Identifies and administers new grant opportunities; processes applications and quarterly reports and monitors innovative HHW collection & disposal, recycling and waste reduction grants; presents opportunities to the Manager, Director, Administrator, and BCC.

Provides input as needed for contracts and contract monitoring in relation to HHW collection, waste reduction, collection and recycling. Reviews invoices from all contractors for services performed.

Performs daily work activities within the Household Hazardous Waste Collection Facility including lab packaging and disposing of Household Hazardous Waste (HHW) and scheduling of waste shipments.

Administers in house County hazardous waste collection/disposal, reduction and recycling programs with supervisors, custodial staff and volunteers. Reports on in house hazardous waste collection/disposal, recycling and waste reduction activities.

Monitors and establishes benchmarks for County Facilities through data collection and analysis; reviews other existing recycling facilities/agencies.

Creates and monitors the implementation of central and satellite Household Hazardous Waste (HHW) programs.

Participates in trade organizations and special events to promote HHW, waste reduction and recycling.

Conducts research of department files, Internet sites, electronic data sources, hardcopy materials, or other sources as needed; gathers information from other government agencies regarding HHW and recycling programs; conducts HHW, business, and recycling surveys, constructs/distributes survey forms, and reviews completed survey questionnaires.

Prepares or completes various forms, reports, correspondence, grant applications, grant budgets, grant reports, requests for proposals, marketing/public relations plans, brochures, newsletters, news articles, flyers, executive summaries, resolutions, data reports, financial reports, survey questionnaires, flow charts, graphs, diagrams, or other documents.

Receives various forms, reports, correspondence, invoices, bids, recovered material tonnage reports, recycling and HHW collection/disposal summary reports, vehicle maintenance reports, survey questionnaires, census reports, newsletters, publications, charts, graphs, statutes, policies, procedures, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, motor vehicle, audio/visual equipment, digital camera, general office and field equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, graphics, presentation, e-mail, Internet, or other computer programs, and field equipment as assigned.

Communicates with supervisor, employees, volunteers, other departments, vendors, consultants, schools, businesses, civic groups, the public, the media, outside agencies, and other individuals as needed to perform work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes presentations as needed.

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new programs, methods, trends, and advances in the profession; reads professional

literature; maintains professional affiliations; attends conferences, workshops, and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs general technical tasks, which may include wide-spectrum communications through telephone calls, sending/receiving faxes, sharing documentation and processing incoming/outgoing information.

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelors degree in environmental science or closely related field; supplemented by three (3) years previous work experience and/or training that includes solid & hazardous waste/materials management, household hazardous waste (HHW) management, related recycling and waste reduction program administration, solid & hazardous waste recycling education, public relations, marketing, grant administration; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess or obtain hazardous waste worker training which meets the requirements of Occupational Safety and Health Administration (OSHA) and Safety Regulations in accordance with the Florida Statutes and Florida Administrative Codes and DOT transportation of hazardous waste requirements. Must obtain and maintain valid Recycling Technical Certification and/or MSW Collections Technical Certification from Solid Waste Association of North America (SWANA) and/or TREEO is desirable. Must possess and maintain a valid Florida driver's license. Should be able to work at a professional level in any area of household hazardous waste/materials management or programs related to solid waste. Ability to interpret, apply and monitor the provisions of solid and hazardous waste environmental regulations, specifications, standards, policies and procedures (i.e. RCRA, CERCLA, and Superfund); researches Standard Operating Procedures (SOP) for HHW Centers and Recycling Centers including HHW Centers, Recycling Centers permit conditions. Knowledge of the basic practices in transportation of hazardous waste. Knowledge of safety devices and personal protective equipment used in the handling and the packaging of hazardous waste. Knowledge of basic chemistry, and ability to identify chemical and physical characteristics of hazardous materials and their general affect on human health and the environment.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others. Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems to implement practical relationships. Requires judgment to apply broader aspects of established practices and procedures to new situations.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership: Ability to lead a highly complex technical project/program from start to finish with strong project management skills while working with other Sections and Department.

Customer Service: Ability to provide outstanding on-site customer service to the customers visiting HHW Centers and to provide strong technical support to Recycling Centers.

Financial Accountability: Ability to monitor and manage funds allocated for technical projects/programs in the field of Solid & Hazardous Waste.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort in assigned field work, which may involve lifting, carrying, pushing and/or pulling of objects and materials including contained hazardous waste. Tasks may involve extended periods of time at a keyboard or workstation. Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to heat, cold, odors, toxic agents, wetness, etc. Environmental Factors also includes exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, biohazards, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, and traffic hazards.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.