

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** RECYCLING COORDINATOR **GRADE:** 15

**TITLE ABBREVIATION:** RECYCLING COORD **TITLE NO.:** 566610

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** PUBLIC WORKS **DIVISION:** ENVIRONMENTAL FACILITIES AND SERVICES

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER OF PUBLIC WORKS

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important administrative and technical position responsible for planning, implementing and evaluating recycling and material recovery pilot projects and programs for Orange County. Additionally, the incumbent will develop and implement a comprehensive recycling and materials recovery public education and awareness strategy and arrange and solicit contracts for recyclable material markets and facility operating agreements. Work is carried out under the general supervision of the Deputy Commissioner of Public Works with leeway allowed for the exercise of independent judgment in the carrying out of program goals. Supervision is exercised over subordinate personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Develops and implements a comprehensive recycling and materials recovery public education and awareness strategy and participates in meetings with Town, Village and City officials, consultants and representatives of industry and advisory groups in order to facilitate and monitor the implementation of the County's recycling and materials recovery program;
2. Provides technical supervision, services and coordination of engineering projects in the areas of environmental, solid waste, and recycling projects;
3. Assists local municipalities, educational institutions and businesses in preparing, negotiating and implementing recycling programs, material markets and other related agreements;
4. Conducts inspections of projects under construction and existing structures to assure compliance with designs, specifications and/or needed maintenance;
5. Develops and assists in the implementation of Orange County's Solid Waste Management Plan;
6. Participates in the bidding process for materials, equipment and supplies;

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7. Prepares RFPs and bid specifications for engineering consulting services and oversees consultants retained;
8. Writes, applies for, and administers recycling and material recovery grants;
9. Supervises, coordinates, schedules, assigns, and reviews work of subordinate engineering and/or related personnel;
10. Reviews, identifies discrepancies, needed changes, and/or executes project designs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices and techniques of recycling and solid waste management; good knowledge of grant regulations emphasizing recycling materials programs; good knowledge of the New York State Solid Waste Management Plan; ability to apply engineering principles to assigned projects; ability to prepare technical documents and reports related to recycling; ability to organize material and prepare proposals and grants; ability to plan, organize and present ideas clearly and concisely both orally and in writing; ability to cooperate with and gain the cooperation of others; tact; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** either;

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in Engineering, environmental studies, natural resources, planning or related field and three (3) years of experience working in the environmental, natural resources, solid waste management or recycling operations fields which shall have included program coordination; OR
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in engineering science, environmental studies, natural resources, or related field and five (5) years of experience as described in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as outlined in (A) above.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license.

**ADOPTED: 2.10.16 AT**