

**City of
EDMONDS
Washington**

RECYCLING COORDINATOR

Department:	Public Works	Pay Grade:	NR-7
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	November 2012	Reports To:	Public Works Director

POSITION PURPOSE: Under general direction, plans, coordinates and monitors the City's Recycling Program including: waste reduction, recycling, composting, household hazardous waste and other related programs and activities; establishes goals for the program and ensures compliance with State and County regulations; plans for and provides public information and educational programs; monitors, maintains and prepares grant applications/renewals for the State matching grant and prepares required reports and documentation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees and coordinates public information on waste reduction, recycling, composting, household hazardous waste, natural yard care, proper disposal options and opportunities and any other aspect of solid waste handling and disposition.
- Serves as the community's resource for the latest information on the range of solid waste issues and proper disposal opportunities.
- Responds directly to all inquiries from the public using all means of public information and outreach methods to provide a consistent message to the community to promote and inform the public regarding the recycling program.
- Administers programs that promote effective recycling or reduction strategies.
- Maintains collaboration with and serves as liaison to the City's solid waste haulers, private sector recyclers, the County's solid waste management staff and other local and regional solid waste program managers.
- Complies and maintains databases to track solid waste tonnage and participation in all sectors including: residential, multi-family and commercial.
- Conducts site visits to all sectors of the community to establish or maintain the position as a resource for information, presentations, assessments or assistance in proper collection options or appropriate solid waste handling.
- Monitors and evaluates the City's in-house waste removal systems and practices; provides relevant information, advice and direction to City employees on recycling; handles proper removal and recycling of unwanted electronics, cell phones, batteries and other materials from City departments.
- Serves as contract Recycling Coordinator for the neighboring City of Lynnwood and administers and provides similar recycling services/duties for their City.
- Administers the same type of State grant for Waste Prevention and Recycling outreach and performs all of the above duties for the City of Lynnwood and as outlined in an Inter-local Agreement approved by both City Councils.

JOB DESCRIPTION

Recycling Coordinator

- Assists with public education on stormwater pollution, water and energy conservation, watershed awareness and related environmental areas such as the recent outreach to retail businesses affected by the City's restriction on plastic bags at checkout stands.
- Coordinates the public participation program for stenciling storm drains; leads schools and scout groups in arranged stenciling activities; handles the waiver forms with participants and maintains the supply of stencils, spray paint, safety vests and more for these activities.
- Participates on the Mayor's Climate Protection Committee and subcommittees.
- Participates in the review process for permit seekers for commercial or multi-family development, specifically following adherence to the Publics Works' policy on minimum standards in regard to solid waste collection areas or enclosures.
- Conducts field checks on proposed or approved development sites before, during and after construction to aid in the completion of the review process.
- Collects data and works with other City personnel and the public utilities to provide appropriate data for creating a City operations greenhouse gas emission report and report on community-wide emissions.
- Attends meetings with the Everett Water Utility's Water Conservation Subcommittee and the County's STORM group (Storm Water Education) and meets with County solid waste personnel and hauling company managers as needed.
- Attends the quarterly Snohomish County Solid Waste Advisory Committee meetings as the representative for the City.
- Prepares applications for the State match grant which includes determining scope of work; prepares all required reports; gathers and verifies expenditure vouchers for reimbursement and writes final reports at grant period conclusion.
- Maintains City membership with the Washington State Recycling Association and the Zero Waste Washington organizations.

Required Knowledge of:

- Solid waste collection systems, recyclable and recoverable materials.
- Composting and organics recovery.
- Proper placement of garbage and recycling containers and enclosures.
- Basic grant preparation procedures and methods.
- Public health and City codes, as well as other local, State and Federal laws and rules and regulations associated with the program.
- Local vendors and sources of supply available to the program.
- Effective oral and written communication principles and practices to include customer service, public relations and public speaking.
- Record keeping techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets and statistical databases sufficient to perform assignments.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Current techniques and methods for collection, disposal, storage and recycling of solid waste materials.
- Federal, state, county laws and local health and environmental codes, rules and regulations relating to solid waste operations and hazardous waste issues.
- Planning, coordinating and monitoring the City's Recycling Program, including waste reduction, recycling composting and other related programs and activities.

JOB DESCRIPTION
Recycling Coordinator

- Coordinating and developing promotional materials including: brochures, posters, flyers, mailers, signs and displays and activities for the program; conducting presentations to local schools and other agencies.
- Interpreting, applying, and explaining Federal, State and County solid waste and recycling laws and codes.
- Preparing grant applications and administering and writing progress reports.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Preparing and maintaining a variety of records, files and reports.
- Communicating effectively verbally and in writing including: customer service, public relations and public speaking.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or two year technical certificate in environmental health, urban planning, public administration or related field and two years of experience in planning and coordinating waste reduction, recycling, composting or related programs that includes grant administration, records management, and heavy public contact; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Office environment, occasional field work.
- Driving a vehicle to conduct site visits.

Physical Abilities:

- Operating a computer keyboard or other office equipment.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Occasional exposure to dangerous machinery and hazardous chemicals.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____