

RECYCLING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting in the operation of a municipal recycling program. The work is carried out in accordance with established procedures and involves overseeing the recycling site, and assisting the Recycling Coordinator in the overall operation of a municipal recycling program. The class differs from that of Recycling Coordinator in that Recycling Coordinator is responsible for the overall municipal recycling program, whereas the Recycling Assistant assists the Coordinator in conducting the program. The work is performed under the general supervision of the Recycling Coordinator. Supervision may be exercised over the work of subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists in the operation of a municipal recycling program;

Assists in conducting community education programs in schools and with other groups concerning municipal recycling;

May assist in conducting a variety of studies concerning recycling options;

Meets and shares information with municipal recycling personnel from other agencies;

Attends seminars, meetings and training courses related to solid waste management and resource recovery.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of solid waste management and resource recovery issues as they relate to a recycling program in a small municipality; working knowledge of the procedures used in municipal recycling; working knowledge of concepts and techniques in community education; ability to establish and maintain effective working relationships with co-workers and the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from high school or possession of a high school equivalency diploma; **OR**
- B. Six (6) months of paid or volunteer experience with a municipal recycling program or related work.

ULSTER COUNTY

Adopted: July 17, 1990

5460 RECY AST

Classification: Competitive

5461 RECY AST P

Classification: Non-Competitive (Towns of Olive and Kingston only)

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