

## **RECYCLING PROGRAM/WASTE REDUCTION SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing direct assistance to residents, interns, educational institutions, and businesses in communicating, educating and providing resources to ensure sustainable, coordinated and cost effective efforts in the development and coordination of waste reduction programs for a municipal recycling program. The incumbent will assist in the development of waste reduction programs that encourage the use of rescued, diverted and reclaimed materials for utilization in the arts. The incumbent works closely with community members, businesses and educational institutions concerning the implementation of program plans. The work is performed under the general supervision of a higher level employee with considerable leeway for the exercise of independent judgment in the implementation of waste reduction and recycling programs. Supervision is not normally a function of this class. 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 organization, administration and guiding of educational aspects of the solid waste program to focus around waste reduction and reuse;

Assists in the development of training and instructional materials related to waste reduction and reuse including ways to repurpose materials and items for art projects etc.;

Assists in creating methods for increasing public knowledge of waste reduction and reuse programs that can be easily duplicated;

Provides waste reduction and recycling programs as well as materials to residences, businesses and schools;

Conducts public outreach via social media and personal interaction;

Builds relationships with businesses, community members and educational institutions concerning waste reduction programs;

Attends community events and coordinates special events in an effort to educate the community about waste reduction, recycling and reuse;

Attends meetings and training courses related to waste reduction and reuse.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the basic principles and practices concerning waste reduction and recycling as they relate to a recycling program in a municipality; working knowledge of the procedures used in municipal recycling; working knowledge of concepts and techniques used in community education; ability to establish and maintain effective working relationships with interns, businesses, community members and educational institutions; ability to use social media; ability to communicate effectively, both orally and in writing; creativity; good judgment; good observation skills; initiative and resourcefulness.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associates or higher level degree; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid or its part-time equivalent, experience working in the natural resources field, or working in the recycling operation of a municipal recycling program.

**Special Requirement:** At time of appointment, and throughout employment in this title, candidates must possess a valid New York State driver's license.

ULSTER COUNTY  
5487 RECY P/WRS  
Classification: Competitive  
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Adopted: April 5, 2017