

SENIOR RECYCLING RESOURCE TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the researching of matters of recycling and composting importance to the County and serving as a source of information on recycling matters as assigned by the Deputy Commissioner for DPW (Fleet). Additionally, the incumbent will perform some clerical and administrative duties in connection with the handling of the daily correspondence and inquiries of the DPW Fleet Management Office. The work is performed under the supervision of the Deputy Commissioner for DPW (Fleet). 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.

Gathers data, information and documentation regarding use and recycling of Municipal resources with regards to Ulster County Departments as assigned;

Conducts field investigations to assist in municipal recycling identification;

Conducts research on municipal energy reduction/efficiency, resource material recovery and resource use;

Maintains a library of resource materials on municipal recycling topics;

Prepares and presents reports as needed and as directed;

Prepares training material for staff with regard to recycling of municipal items such as oil and tires, etc.;

Prepares a variety of correspondence on municipal recycling matters;

Performs a variety of clerical tasks in connection with day to day operations;

May perform other related duties as assigned by the Deputy Commissioner for DPW (Fleet).

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles, practices, purposes and techniques used in recycling and resources planning and conservation management; good knowledge of the laws, rules, principles, practices, techniques and procedures governing regional environmental planning and regulation; good knowledge of the methods and techniques of collection and interpretation of data; working knowledge of the methods and objectives of urban and natural resources planning; working knowledge of the physical and geographic make-up of Ulster County; ability to prepare written reports to a variety of constituents and/or governing bodies; ability to observe, identify, interpret and conceptualize the energy reduction/efficiency efforts of target areas; ability to analyze data; ability to present ideas clearly and effectively orally and in writing; initiative; good judgment.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Sciences/Studies, Environmental Planning, Environmental Engineering, Natural Resources Management, Natural Sciences or a field related to land use/natural and material resource planning/conservation and two (2) years of full-time paid, or its part-time equivalent, professional work experience in land use, erosion and natural and material resource planning, which included program development; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Environmental Sciences/Studies, Environmental Planning, Environmental Engineering, Natural Resources Management, Natural Sciences or a field related to land use/natural and material resource planning/conservation and four (4) years of full-time paid, or its part-time equivalent, professional work experience in land use, erosion and natural and material resource planning, which included program development.

SPECIAL REQUIREMENT: At time of employment and throughout the duration of employment in this title, the incumbent must possess and continuously maintain a valid New York State Driver's License applicable to the vehicles being used.

ULSTER COUNTY
6505 SR RR TECH
Classification: Competitive
Grade: 15
Union: CSEA

Adopted: July 7, 2017