MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree AND six months of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; OR

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree AND eighteen months of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental, natural resources, or recycling operations fields; OR

(c) Graduation from high school or possession of a GED AND four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the environmental or natural resources, or recycling operations fields; two years of which must have involved program coordination; OR

(d) Any combination of training and experience equal to or greater than that specified in (a), (b) and (c) above.

SPECIAL REQUIREMENT:

The candidate must possess a valid New York State driver’s license at the time of application and maintain such license for the duration of employment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent provides direct assistance to residents, local municipalities, educational institutions, and business in communicating, educating and providing resources in the development and coordination of their waste, reuse, green purchasing, and recycling programs to ensure sustainable, coordinated and cost effective efforts. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of program plans. The work is performed under general supervision of the Recycling Supervisor and direct supervision of the Waste Reduction and Recycling Specialist. Supervision of other is not a function of the class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Provides recycling and waste reduction education programs and materials to residences, businesses and schools; Develops training and instructional materials related to waste reduction and recycling programs; Research waste reduction, recycling, and green purchasing initiatives; Assists in development and implementation of waste reduction and recycling programs such as the ReBusiness Partners program for businesses and institutions; Assists in the development and implementation of green purchasing programs, such as the Finger Lakes Buy Green website; Attends meetings, reviews reports and plans, etc.; Utilize and maintain various data collection, record keeping, tracking and reporting systems; Provides information to the public through programs and related educational materials related to all programs; Provides information to the public through programs and leaflets, brochures and other media; Drafts narratives, reports, annual work programs and related educational materials related to all programs; Provides assistance in updating programs, including the Recycle Tompkins website; Assists the Recycling Supervisor and Waste Reduction and Recycling Specialist in organizing, administering and guiding educational aspects of the solid waste program and solid waste grant projects.
KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of the basic principles and practices related to recycling;
Working knowledge of state and local sanitary codes;
Good knowledge of recent developments, current literature and sources of information relating to recycling;
Knowledge of Federal, State and local laws and regulations relating to recycling;
Ability to work effectively with municipal, educational and business officials, private citizens and community groups and private contractors and consultants;
Ability to establish and maintain cooperative relationships with the public;
Possess assessment and observation skills;
Ability to prepare written reports of a complex and technical nature;
Ability to express oneself clearly and concisely, both orally and in writing; and
Firmness, tact, and good judgment are required.
The employee’s physical condition shall be commensurate with the demands of the position.

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