

Waste Reduction and Recycling Specialist Tompkins County

Department: Recycling and Materials Management

Classification: Competitive

Labor Grade: Blue Collar Grade 12

Revised: 9/2016; 6/2026

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's degree **AND** two years of full-time (or the equivalent part-time and/or volunteer) paid experience working for municipal governments, community organizations, regional/state entities, or businesses to address waste reduction, composting, recycling and related practices and programs; **OR**
2. Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working for municipal governments, community organizations, regional/state entities, or businesses to address waste reduction, composting, recycling, and related practices and programs; **OR**
3. Graduation from high school or possession of a GED **AND** six years of full-time paid (or the equivalent part-time and/or volunteer) experience working for municipal governments, community organizations, regional/state entities, or businesses to address waste reduction, composting, recycling, and related practices and programs; two years of which must have involved program coordination; **OR**
4. 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 Drivers 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 businesses in communicating, educating, and providing resources in the development and coordination of their recycling and materials management programs, to ensure sustainable, coordinated and cost-effective efforts. Such materials management programs include waste reduction, reuse, composting, recycling, green purchasing, rethinking, and other efforts designed to minimize waste. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of program plans. Supervises subordinate staff, project assistants and volunteers. Work is performed under the general supervision of the Director of Recycling and Materials Management or their designee. Duties require the exercise of considerable independent judgment in development and implementation of recycling and materials management programs. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Assists the Department of Recycling and Materials Management in organizing, administering and guiding educational aspects of the recycling and materials management program and related grant projects;

Provides 4R (reduce, reuse, recycle, rethink) programs and materials to residences, businesses and schools;

Develops training and instructional materials related to department programs;

Assists Director of Recycling and Materials Management in overseeing County 4R programs;

Research recycling and materials management initiatives, summarize findings, and draft related plans;

Attends meetings, reviews reports and plans, provides presentations, etc.;

Prepares bid specifications, requests for proposals, grant proposals, program budgets, contracts for program areas, and other documents as required;

Provides methods for increasing public knowledge of recycling and materials management programs and operations, and participates in related public information programs, public events, and activities, including tabling;

Provides information to local policymakers, businesses, and the public;

Prepares budgets, narratives, reports, annual work programs and related educational materials for all programs;

Inspects work in progress for conformance with plans and specifications (contracts);

Oversees assigned components of the recycling and materials management program for residents, institutions, and the business community;

Establish and maintain various data collection, record keeping, tracking and reporting systems;

Conducts site visits and assessments at businesses and institutions and provides recommendations and technical assistance;

Conducts field work and observational studies to inform program development;

Provides technical assistance on materials management to operators of community events/Coordinates special event waste reduction and recycling as assigned.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge and understanding of the basic principles, terminology, and practices employed in the areas of waste reduction, composting, recycling, and disposal;

Working knowledge of state and local sanitary codes;

Good knowledge of recent developments, current literature and sources of information relating to sustainable materials management;

Good knowledge of Federal, State, and local laws and regulations relating to recycling and solid waste management;

Working knowledge of research methods and techniques involved in program development and implementation;

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;

Ability to work on several projects simultaneously;

Ability to work independently or in a team environment, as needed;

Skill in inspection techniques;

Knowledge of outreach and customer service techniques;

Ability to communicate program information through presentations, events, written materials, social media and web-based information;

Ability to work flexible hours, including evening and weekend events;

Possesses assessment and observation skills;

Ability to prepare written reports of a complex and technical nature;

Ability to gather data, provide summary, and make recommendations;

Ability to express oneself clearly and concisely, both orally and in writing;

Firmness, tact, and good judgment are required.

The employee's physical and mental condition shall be commensurate with the demands of the position.

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