

**MAJOR FUNCTION**

This is professional, technical, supervisory and public contact work in the field of recycling and promoting the City's compliance with the State Solid Waste Act and other regulations geared towards protecting the environment. The incumbent supervises workers servicing the City's commercial recycling customers and provides public relations, education and training to create awareness of the Solid Waste Utility's recycling initiatives, source reduction efforts and to promote and increase participation in the Solid Waste Utility's environmental protection efforts. Work is performed under the general direction of the Administrative Services Manager; however, the employee is expected to exercise independent judgment and initiative in the performance of daily duties. Work is reviewed through analysis of reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, promotes, monitors and takes the lead in the administration of the City's recycling programs. Plans, implements and audits new recycling initiatives for commercial and residential recycling customers. Directs and oversees the work of field employees servicing the City's commercial recycling customer accounts. Develops public information materials regarding all recycling, solid waste collection and disposal, and waste reduction programs. Develops marketing and promotional strategies, materials, and presentations to enhance recycling program participation. Collects and analyzes data for inclusion in reports detailing progress of residential and commercial recycling programs. Coordinates recycling activities with other departments and government agencies to maintain a comprehensive approach to solid waste management. Develops public education programs to promote solid waste reduction and recycling, and cultivates media and public participation. Serves as the Solid Waste Department's and the City of Tallahassee's representative on the Green Government Project Team. Provides information to residential and commercial customers on recycling program criteria and procedures. Collects required data, writes grant proposals and submits required documentation for awards. Instructs consumers in recycling techniques, and suggests methods of improving existing recycling programs. Researches and collects information necessary to resolve customer problems related to recycling, and responds to inquiries either orally or in writing. Schedules and conducts customer surveys to determine recycling potential. Plans and implements revisions to existing programs, policies, and administrative procedures. Assist with special projects. Recommends the hire, transfer, advancement, and discipline of employees. Conducts performance evaluations for approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Maintains awareness of statutes, regulatory agency rules, codes, and changes relating to solid waste management in general and recycling in particular. Serves as a member of the Solid Waste Utility's leadership team. Coordinates assigned staff's attendance at City sponsored training and events. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the implementation and administration of recycling practices and procedures. Knowledge of utility operations, ordinances, rates, policies, and procedures. Knowledge of solid waste practices and techniques. Knowledge of the principles and techniques of marketing and public relations. Working knowledge of recycling methods, techniques, practices, and regulatory constraints. Ability to plan, assign, train, review and supervise the work of subordinate employees in a manner conducive to full performance and high morale. Ability to prepare reports, collect and analyze data,

make procedural decisions, and administer programs. Ability to bring affected parties together to accomplish marketing and waste reduction goals. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to deal tactfully, persuasively, and effectively with others. Ability to communicate effectively, both orally and in writing. Ability to perform mathematical computations and prepare and maintain complex records and reports. Ability to perform field inspections. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and four years of experience that includes solid waste management, recycling, marketing, utility customer service, environmental compliance or a related area, or four years of staff or administrative experience; or an equivalent combination of training and experience. One year of the required experience must include directing or coordinating the activities of subordinates.

Established: 06-15-90  
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04-22-08  
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