

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 350

RECYCLING SPECIALIST

GENERAL

Under general direction and supervision of the Street Supervisor, this position's duties will be reviewed through conferences, reports, and observation of program results. This position is responsible for developing and implementing a citywide recycling program with residential and commercial property owners. Duties performed will include, but is not limited to, educating the public and soliciting the community involvement.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops and monitors a citywide recycling plan and implements the plan in accordance with city, county and state mandates.

Researches, compiles, analyzes and interprets information to identify patterns and discrepancies in the citywide recycling program.

Coordinates the city recycling programs with public and private entities.

Answer questions and provides technical advice and presentation to city staff, residents, and businesses in the City of Pompano Beach and other organizations civic groups.

Plans and develops questionnaires, educational material and evaluation of methodology.

Promotes and publicizes the city-recycling program.

Effectively and efficiently handles complaints from the public and Solid Waste contractor haulers concerning solid waste and recycling material.

Assist Street Supervisor in monitoring the City contract with Solid Waste contractor haulers.

Prepares and presents detailed and comprehensive reports related to solid waste and recycling programs as needed.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of rules, regulations, policies and procedures relating to the recycling program.

Ability to understand and prepare technical reports. Ability to develop and implement programs.

Ability to communicate effectively both orally and in writing. Ability to analyze data and solve problems. Ability to manage multiple projects with multiple priorities. Ability to establish and maintain effective working relationships with the general public, co-workers and appointed officials. Ability to use various computer software applications. Ability to perform with little direct supervision.

MINIMUM QUALIFICATIONS

High school diploma or equivalent G.E.D. Three years experience in, and knowledge of, principles and practices of recycling programs. Bachelor's degree in Communications, Public Relations, Environmental Science, or related field is desired.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physically capable of effectively using and operating various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Ability to move up to 50 lbs. and occasionally up to 100 lbs., climbing, kneeling, crouching, balancing, reaching, standing, walking, pushing, pulling and grasping. The noise level in this environment is usually quiet.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.