

## **RECYCLING SPECIALIST I**

**08610**

**(Competitive)**

### **DISTINGUISHING FEATURES OF THE CLASS**

The primary responsibility of a Recycling Specialist I is to work in conjunction with the recycling team to help develop and expand the Onondaga County Resource Recovery Agency's recycling, public and business education programs. The work involves participating in recycling and other public information efforts by assisting the recycling team in promoting the recycling program. An incumbent in this position may travel throughout Onondaga County contacting and working with businesses, schools, senior centers, apartment complexes or other public facilities to advise on compliance with recycling laws and to assist in recycling initiatives. Certain assignments made to employees in this class require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner. This position reports to the Director of Recycling and Reduction or designated supervisor. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Contacts and visits businesses, school, senior centers, apartment complexes or other public facilities in Onondaga County to assist in recycling initiatives;  
Participates in OCRRA's public education/public speaking program;  
Answers questions from general public;  
Gathers data and prepares reports for management;  
Assists in recycling and other public information efforts by preparing written information for the quarterly newsletter, OCRRA's internet website and recycling brochures;  
Participates in promotional events sponsored by OCRRA through the public education program;  
Organizes OCRRA programs aimed at waste reduction, recycling, reuse and environmentally sound disposal.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Thorough knowledge in the use of a personal computer, including use of the Internet.  
Working knowledge of the principles and practices of recycling and waste reduction and the ability to apply those principles and techniques to daily activity.  
Working knowledge of principles and practices of solid waste management and materials recovery methods.  
Ability to interact and communicate effectively with business community, solid waste haulers and the general public.  
Possession of good analytical and problem solving skills and the ability to prioritize tasks.  
Ability to express ideas and issues clearly and effectively both orally and in writing.  
Ability to work in a team environment and make decisions with some direct supervision.

### **MINIMUM QUALIFICATIONS**

A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an associates degree and (2) years work experience, or its part-time equivalent, in resource recovery, solid waste management, business administration, marketing, public relations or communications; or,

B) Four (4) years work experience, or its part-time equivalent, in resource recovery, solid waste management, business administration, marketing, public relations or communications.

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