



RECYCLING COORDINATOR

JOB DESCRIPTION

Department: Public Works	Division: Environmental Management Sustainability & Resiliency
Work Location: Public Works	Percent Time: 100% (1.0 FTE)
Job Type: Civil Service	FLSA Status: Non-exempt
Reports To: Environmental Sustainability Manager Sustainability & Resiliency Officer	Union: Non-union

JOB SUMMARY

[The Recycling Coordinator performs advanced, complex technical and administrative functions related to the Sustainability and Resiliency Division; responsible for programmatic oversight of community and public facilities recycling efforts, coordinating and overseeing the City's U-Cycle program, to include vendor management, budget oversight and citizen customer service; developing educational and promotional activities for City recycling programs; preparing special reports; and coordinating the implementation of a regularly scheduled electronics recycling program.](#)

~~Provides support and skilled assistance to the Environmental Sustainability Manager in the administration of material management planning, recycling programs, and related activities with the goal to attain zero waste.~~

ESSENTIAL FUNCTIONS

- Monitors contractor's performance for residential, multifamily, [and](#) drop-off recycling programs, and leaf and tree collection programs to ensure contractual obligations are fulfilled and identifies opportunities for improvement.
- Provides direct coordination of internal recycling efforts and external recycling programs and acts as liaison between apartment owners/managers, contractor's, participants and investigates and resolves citizen/contractor/city complaints.
- Coordinates implementation of a ~~quarterly~~ [regularly scheduled](#) electronic scrap recycling program with Champaign County representatives.
- Administers a household battery recycling program and provides collection, sorting and shipping from established drop-off locations and solicit volunteer labor support as may be required.

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- Responds to public requests regarding recycling and solid waste by disseminating appropriate oral and written information, including [arranging for the](#) preparation, cleaning and delivery of recycling containers.
- Prepares monthly payment reconciliation sheets for recycling programs for approval ~~of Division Manager~~ [by supervisor](#).
- Maintains and updates records of solid waste and recycling data in computer files.
- Collects information, performs occasional waste/commodity sorts and waste audits and prepares monthly and special reports as assigned.
- Develops and implements ~~_, with Division Manager approval,~~ a schedule of educational/promotional activities and materials for recycling programs; prepares and conducts school classroom, or other presentations, and assists in related educational activities including ~~presence~~ [public engagement](#) at [assigned](#) special events ~~such as the Sweetcorn Festival~~.
- Recommends and assists ~~Division Manager~~ in [the](#) research, development, and implementation of new solid waste and sustainability programs or services as required.
- [Monitors revenues and expenditures of the recycling enterprise fund; prepares invoices for approval; prepares, drafts, publishes, and facilitates procurement processes including requests for proposal and/or quotes for recycling services; processes invoices and budget transfers; monitors program budget. .](#)
- [Coordinate and oversee commodities recycling and Universal Waste contracts.](#)
- [Coordinate and oversee battery, ink/toner, thermostat and small electronics collections, household hazardous waste and e-scrap collection events and services, and seasonal leaf and tree collection programs.](#)
- [Seeks grants and other funding sources to support recycling work.](#)
- Performs other related duties as assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- [Knowledge and abilities typically gained through acquisition of an ~~associate's~~ ~~college bachelor~~ degree \(or 60 equivalent credit hours\) in ~~C~~ommunication, ~~p~~lanning, or ~~E~~nvironmental ~~S~~tudies, or a related field, **AND:**](#)
- [Two \(2\) years of experience working for a public or private agency with a primary focus on environmental sustainability, program administration, planning, marketing, or a related field. Four \(4\) years of progressively responsible experience may substitute for the education requirement.](#)

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- A bachelor's degree in Communication, Planning, Environmental Science, Environmental Studies, or a related field is preferred.

~~Possess a fundamental and applied knowledge of recycling and material management principles and techniques.~~

~~Possess excellent verbal and writing skills, and have the ability to resolve complaints.~~

~~Ability to successfully use personal computers and software including Microsoft Windows Systems, including Word, Excel, PowerPoint, Picture Manager, Publisher, etc.~~

~~Ability to organize and prioritize tasks, and utilize analytical means in preparation of various reports and activities.~~

~~Ability to understand and follow detailed oral written instructions as well as to demonstrate initiative in work tasks.~~

~~Skill to create public relations/educational information utilizing computer software and ability to perform public presentations.~~

ABILITY TO

~~Physical strength and agility to lift objects weighing up to 40 pounds on a moderately frequent basis, and occasionally work in adverse weather conditions~~

Knowledge of

- Possess a fundamental and applied knowledge of recycling and material management principles and techniques.

Skills

- Skill to create public relations/educational information utilizing computer software and ability to perform public presentations.
- Excellent verbal and writing skills.
- Advanced skill level in Microsoft Office software applications including Word, Excel, Outlook, PowerPoint, and internet search software relevant to the position.

Ability to

- Ability to organize and prioritize tasks, and utilize analytical means in preparation of various reports and activities.
- Ability to understand and follow detailed oral written instructions as well as to demonstrate initiative in work tasks.

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- Provide customer service to the general public that is friendly, engaging, informative, and respectful at all times.
- Work with vendors and regulated businesses in a professional and respectful manner at all times.
- Work with Urbana and other agency staff in a professional and respectful manner at all times.
- Seek opportunities for collaboration with other agencies and associations.
- Update supervisor on progress of event planning.
- Update supervisor on impending contract dates.
- Collect data, analyze and provide occasional update to supervisor for prospective programs (paint stewardship, curbside organics).
- Use data to form public engagement strategies to increase recycling rates.
- Resolve inquiries and complaints concerning solid waste and recycling programs.
- Safely operate City vehicles.

LICENSES, CERTIFICATIONS AND MEMBERSHIPS REQUIRED

- Must possess a valid State of Illinois Class D driver's license and maintain a safe driving record.

Job Dimensions

Security Level

- MVR: Essential functions require frequent use of City vehicles.

Supervision received

- This position works under the general supervision of the Sustainability and Resiliency Officer.

Level and complexity of supervision exercised

- This position is not responsible for supervising any staff positions.

Contacts: Internal/External

- Regular contact with personnel from other City Departments.
- Regular contact with contractors, general public, and personnel from other municipalities and public agencies.
- Contact with private and public groups in educational and promotional outreach efforts.

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- [Contact with professional associates and recycling advocacy organizations.](#)

SPECIAL REQUIREMENTS

~~RESPONSIBLE FOR:~~

- ~~Responsible for receiving, responding and successfully resolving inquiries and complaints concerning solid waste and recycling programs.~~
- ~~Responsible for safe operation and routine maintenance of City vehicles and equipment (i.e. cameras, computer, related equipment.)~~
- ~~Responsible for maintaining accurate information and for preparation of appropriate correspondence, reports and documents as assigned.~~

~~CONTACTS: INTERNAL/EXTERNAL~~

- ~~Daily contact with the Sustainability and Resiliency Officer, general public, and other municipal employees.~~
- ~~Contact with private and public groups, in educational and promotional outreach efforts.~~
- ~~Contact with professional associations and recycling advocacy organizations.~~

~~WORK ENVIRONMENT~~

- ~~Works both in a standard office setting and outdoors.~~

~~SPECIAL EFFORT REQUIRED~~

- May work with confidential information and/or documents.
- May work with organizations advocating state or federal recycling legislation.

Supplemental Information

Physical Demands and Working Conditions

- [Physical Demands: Due to the nature of work assignments, incumbents must be able to perform detailed work on multiple, concurrent tasks, with frequent interruptions and under time constraint. On a daily basis, the essential duties of this classification may require the ability to stoop; to reach; to stand, to walk and sit for extended periods of time; to push and/or pull objects weighing up to 40 pounds; to lift and carry objects weighing up to 40 pounds; to use finger dexterity to operate a computer and other office equipment and hand strength to grasp files and other objects; to perceive the attributes of objects by touch; to](#)

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hear and verbally exchange ideas and information with the public, staff and others on the phone and in the office.

- Working Conditions: Standard office setting. The work requires sitting and/or standing for prolonged periods of time, walking and frequent interaction with others, both in person and on the phone. May occasionally work in adverse outdoor weather conditions. Work environment is both formal and informal, team- and autonomy-oriented, having variable tasks, pace and pressure. May require occasional evening or weekend hours to attend scheduled events and presentations.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- Hearing: Hear in the normal audio range with or without correction.

The physical demands and work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class: 01/04/2010

General revision: [01/25/2023](#)

~~Revised minimum qualifications:~~

~~Revised definition, minimum qualifications, and add distinguishing characteristics:~~

~~Revised minimum qualifications:~~

~~Revised definition and distinguishing characteristics:~~

~~New class code:~~

For HR/Finance Use

Job Class Code	Pay Grade
	105
EEO Category	LVL
6-Administrative Support 8-Service/Maintenance	

