

DISTRICT SCHOOL BOARD OF PASCO COUNTY

Job Description

Recycling Coordinator

Salary Schedule: Nonbargaining 80N	Number of Work Days as Contracted -12 month Daily Work Hours: 7.5	FLSA Status - Exempt
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JOB GOAL: Responsible for the coordination and implementation of the conservation and recycling operations and promote District-wide communication by providing support and guidance to Administrators, staff, and students in order to meet/exceed designated conservation goals.

REQUIRED QUALIFICATIONS:

1. Bachelor’s degree from an accredited institution in Marketing, Management, Business, Environmental Education, or a related field
2. Three (3) years of experience in solid waste and recycling
3. Experience working in schools and with community/governmental agencies
4. Valid Florida driver's license and record of safe driving

DESIRED QUALIFICATIONS:

1. Post-graduate coursework or Master’s degree from an accredited institution in Marketing, Management, Business, Environmental Education, or related field
2. Knowledge of applicable School Board policies, procedures, and regulations
3. Experience in public speaking and marketing

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner
2. Ability to organize, prioritize, and manage work assignments in an efficient manner
3. Exhibit knowledge of county, state, federal laws, rules and regulations related to conservation and recycling
4. Demonstrate knowledge and understanding of recycling and solid waste
5. Ability to function as an effective team member with co-workers and the community to build productive, collaborative relationships to achieve program goals and objectives
6. Ability to use technology to manage functions of job

REPORTS TO: Chief Finance Officer

SUPERVISES: Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

Planning

1. Establish and monitor annual budget making changes as necessary

2. Ensure compliance with federal and state standards, laws and regulations
3. Provide mentoring and support services to administrators, staff, and students to improve communication of program requirements
4. Use data from a variety of sources as a means to make sound decisions in planning for waste reduction and conservation goals
5. Review, monitor and provide feedback to administrators, Plant Managers, Recycling Liaisons and others related to program objectives
6. Review, analyze and negotiate bids, contracts and price quotes
7. Develop effective marketing materials including stickers, posters, and commercials to encourage conservation
8. Recommend incentive and reward based programs for high performers
9. Investigate new markets, technologies, products, services and vendors to aid in efficiency and/or reduce costs
10. Develop emergency management plans related to recycling and solid waste

Programming and Monitoring

1. Oversee and monitor program compliance by conducting recycling and solid waste surveys at facilities that need improvement and other facilities as requested
2. Assure compliance with recycling, solid waste and conservation policies and procedures
3. Actively participate in meetings and District committees that enhance program goals
4. Monitor facilities daily requests for service of front-load and roll-off containers
5. Implement use of Earth Patrol student groups as a teaching tool
6. Inspect vendor operations to verify recyclable materials are being processed correctly
7. Coordinate Creation Station collection, organization, and distribution of reusable materials
8. Oversee surplus disposition via auction, recycling, or disposal
9. Maintain website with current program information
10. Assist in the design of facilities and construction and renovation activities as it relates to recycling, solid waste and conservation

Family and Community Partnerships

1. Coordinate and/or participate in community conservation events such as Arbor Day, Coastal Clean-Up, Earth Day, and other events
2. Collaborate with community agencies and institutions such as Pasco County Utilities, Pasco County Forester, etc. to enhance services and promote waste reduction goals
3. Collaborate with the Communications Department to create and issue press releases, newspaper tabloids, Board recognition and resolutions on conservation efforts
4. Develop and monitor a variety of recycling contests such as commercial, battery, and other topics
5. Encourage community participation in recycling ventures such as paper products and cellular phone recycling programs

Staff Development

1. Continue professional growth through an ongoing program of workshops, seminars, conferences, and/or advanced course work at institutions of higher learning
2. Maintain memberships to relevant associations such as Recycling Florida Today
3. Participate successfully in the training programs offered to increase the individual's skill and proficiency related to the position

4. Use effective strategies for making presentations, providing training and interacting with a variety of audiences
5. Develop, plan, schedule and deliver training programs to administrators, staff and students
6. Hire, train and evaluate staff for effective performance
7. Provide input in environmental education curriculum for students to build conservation awareness programs

Reporting

1. Maintain and promptly submit accurate data and reports required by federal/state guidelines, district policy and administrative regulations
2. Maintain record keeping systems in order to document and track recycled material volume, hazardous materials, surplus and solid waste volume
3. Maintain surplus property disposition system to ensure compliance
4. Review and approve accounts payable and accounts receivable
5. Analyze and submit solid waste tax assessments annually
6. Submit individual school recycled volume or solid waste data to administrators or others as requested
7. Prepare grant applications to gain financial assistance from outside sources
8. Prepare award applications for program recognition
9. Prepare an annual Conservation and Recycling report on the status and success of the program
10. Utilize web-based software to increase reporting efficiency and accuracy of data provided to administrators, staff and students as a hands-on teaching tool

Other

1. Pursue an aggressive conservation plan to reduce District costs; implement actions plans for facilities not meeting goals
2. Provide recommendations to senior staff related to support activities, capital projects, purchased products and services that will increase program efficiency
3. Maintain a typical work schedule, occasionally adjusting hours to meet the needs of the program
4. Travel to a variety of locations in and out of county to meet program requirements
5. Perform other duties as assigned