SOLID WASTE
RECYCLING/COLLECTIONS COORDINATOR

POSITION SUMMARY

Plans and organizes the City's recycling, solid waste diversion and reduction programs. This position supervises staff in performing manual and skilled duties. Oversees curbside pickup and drop-off centers; prepares and presents educational programs and public information to promote recycling and waste reduction; assists in developing program goals and plans, policies and procedures; relay city code, policies and procedures to the general public.

RESPONSIBILITIES

Essential Duties:

- Develops solid and hazardous waste management programs; community recycling plans and goals to minimize waste and conform to resource constraints.
- Develops, recommends and implements a comprehensive public information program for residential, commercial, and industrial recycling, solid waste diversion and reduction and disposal of household hazardous waste for the City.
- Assists in the preparation of contract proposals; assists in representing program interests in related negotiations.
- Gathers and maintains records of recycling activities, prepares reports relating to operating conditions and equipment, ensures compliance with state and federal rules and regulations.
- Evaluates procedures to ensure efficiency and effectiveness of operations.
- Provides supervision and leadership to department personnel; participates in matters of hiring, discipline, evaluating performance and goal setting for staff, creates and maintains a positive work environment.
- Inspects physical condition of facility for compliance with safety, quality and service standards.
- Assist with creating and maintaining recycling and collection operations budgets.
- Oversees Solid Waste and recycling collection routes. Seeks to improve route optimization and efficiency.
- Handles customer issues and complaints regarding collection routes and accounts.
- Performs other duties of a similar nature or level as required.

Knowledge, Skills and Abilities:

- Ability to operate, service and maintain recycling and collection equipment, fork lifts, trucks or equipment to move or store recyclable materials;
- Knowledge of methods, materials, equipment and tools as assigned;
- Ability to review customer requests for service and determine service needs and deploy appropriate resources to provide service;
- Knowledge of federal and state laws and regulations regarding recycling, solid waste diversion and reduction; knowledge of procedures for handling hazardous waste materials;
- Knowledge of the principles, practices and economics of recycling, solid waste diversion and reduction (operational and business/marketing activities);

- Knowledge of governmental administrative practices including budgeting, purchasing and policy formulation;
- Skill in monitoring staff, providing instruction, training, work direction and assignments to others;
- Skill in development and implementation of comprehensive public information programs, making public presentations;
- Skill in data collection, research and analysis;
- Intermediate computer skills and the ability to learn new computer applications;
- Ability to communicate effectively in both verbal and written forms, and have strong public relations skills and techniques;
- Ability to establish and maintain effective working relationships with others;
- Familiarity with billing procedures and policies as assigned;
- Familiarity with hazards and safety practices in area of assignment;

Judgement/Decision Making:

- Develops objectives, policies and procedures for the solid waste department within the general scope of the department goals and plans.
- Exercise independent judgment in normal day-to-day operations. Solve complex issues under the direction of manager;
- Decisions must be accurate to ensure safety of employees and the public;

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Assists in managing department in absence of the Solid Waste Manager.
- Organizes and supervises the work activities of staff.
- Makes recommendations for personnel issues such as hiring, training, performance reviews, and discipline.

Relation to Others

- Position requires substantial contact on a regular basis with employees of several departments, along with the public. Contact with the public usually involves explaining City policies and procedures, educational/informational forums, and public outreach programs.
- Entrusted with sensitive information relating to employee and/or City policies or functions.
- Be innovative and creative to meet the needs of the citizens of the City.
- Make presentations to groups of employees, general public, and classrooms. Responds to informational inquiries.

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SKILLS

Education and Experience:

- Associates Degree in Business Administration, Environmental Science, Marketing and three years directly related experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License;
- NIMS-ICS Certifications: 100, 200, and 700
- SWANA Certifications (2 or more of the following): Landfill Operations; Waste Screening; Collection Operations; Recycling
- 40-hour HAZWOPER Certification within 6 months of hire.

WORKING CONDITIONS

Environment:

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- May be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions and intense noises.
- Working conditions involve some exposure to moderate risk of accident and require following basic safety precautions.
- May be required to work overtime, weekends and holidays; in all weather conditions; under hazardous conditions; on congested roadways obstructed roads; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work . Routine exposure to the threat of physical harm from others including the threat of loss of life, exposure to hazardous substances, unpleasant working conditions such as adverse weather conditions or the extreme risk of accident or ill health. Threats are difficult to identify or protect against
- Physical demands include moderate physical activity that includes prolonged standing and/or walking, handling moderate weight objects and/or using or carrying equipment. Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Work may require travel.

Classification: Grade 17
FLSA: Non-Exempt

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Created and Reviewed by: 02/05/2018; HR Coordinator Nameniuk, Solid Waste Manager Praus, Public Works Director Zuroff
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Updated: Aaron Praus, HR Nameniuk 3/27/2023, 1/17/2025 Changed grade level per commission approval of wage study and 2024 budget LH. Classification updated by HR Torgerson to align with the new pay scale, effective June 23, 2025.