

Town of Hamden

Recycling Coordinator

Unclassified/Non-Competitive
Department: Mayor's Office

Non-Bargaining Unit
Part-time – 19hrs/wk

Position Definition: The Town of Hamden's Recycling Coordinator will advise the Mayor and Public Works Director on the planning, promotion, and administration of the Town's recycling and solid waste programs and assists in the promotion of the Town's recycling efforts. The Recycling Coordinator works directly with the Town's customer base via telephone, onsite visits, events, trade shows and outreach educational programs to identify and educate them on proper recycling techniques to improve the quality of materials received at the Transfer Station.

Supervision Received: Reports to the Mayor and or his/her designee, and works/coordinates closely with the Director of Public Works and Parks.

Examples of Essential Job Duties:

- Monitors and evaluates existing municipal & residential recycling programs and makes recommendations for educational and service improvement.
- Coordinates and provides input and strategic guidance regarding the customer collection schedule with other departments.
- Drafts, organizes and conducts presentations and responds to inquires about recycling and other waste reduction programs.
- Creates or assists in the creation of the Town newsletter, Solid Waste & Recycling yearly calendar, semi-annual/annual reports, brochures, pamphlets, ads, slide shows, and other related Town publications for internal and external use.
- Performs waste audit/assessments and recommends service levels for waste and recycling. Conducts and participates in waste characterization studies upon request. Provides customers written reports of findings and recommendations.
- Compiles statistics for recycling tonnage reports, analyzes data for accuracies and trends. Analyzes monthly reports on outreach activities and maintains a calendar of reporting deadlines.
- Maintains stet, regional and municipal records for purposes of compliance reporting.
- Participates in researching the availability of grants and other funding sources for recycle and waste reduction projects and assists in securing applicable funds.
- Organizes, promotes, coordinates and oversees the Town's Earth Day celebration each year.
- Acts as liason to the Town's Clean & Green Commission as well as the Town's Solid Waste and Recycling Commission. May perform other related duties as assigned.

Knowledge Skills & Abilities:

Thorough knowledge of the principles and practices followed regarding municipal solid waste and recycling; knowledge of the administrative and public relations principles involved in promoting solid waste and recycling programs, including administration's goals and state mandates regarding solid waste and recycling; oral and written communications skills; ability to work effectively with government, school officials, waste collectors, and the general public; ability to establish a network of community contacts; ability to plan, develop, and conduct educational workshops on solid waste and recycling.

Minimum Qualifications Required:

High School Diploma/Equivalency and a minimum of three (3) years of professional experience in recycling and/or solid waste reduction involving program development, analysis, promotion and coordination OR a minimum fifteen (15) semester hours of college training in environmental studies, engineering or some other closely related field as determined by the administration.

License or Certificate Required: A valid Connecticut Motor Vehicle Operator's license is required.

Physical Mental Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions and background noise. Includes exposure to computer screens on a daily basis. May be required to lift and move light to medium weights, for example, manuals, files, office supplies, etc. Must be able to work under stress from demanding deadlines and changing priorities and conditions. The work requires interacting with sometimes emotionally upset individuals that requires calmness and inner-strength under extraordinary conditions. There is some travel and night meetings.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Approved by the Civil Service Commission on: 01/19/16