

RECYCLING SPECIALIST

PURPOSE AND NATURE OF WORK

This is public contact and marketing work in promoting and implementing the Lafayette Consolidated Government's Recycling Program. Work involves obtaining public cooperation in handling reusable material. Work is performed under the general direction of the Recycling Supervisor.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Promotes public and commercial recycling programs through contact with civic groups, educators, and others using slide programs, films, brochures, news releases, teacher lesson plans, and radio and TV commercials. Plans and implements a composting program with the objective of processing lawn and garden refuse. Works with household hazardous waste disposal, telephone book recycling, Christmas tree recycling and other similar programs.

Performs computations to determine monthly recycling statistics. Administers rural recycling program. Maintains working relationships with statewide recycling agencies and DEQ. Gives talks throughout the state on the Lafayette recycling program. Compiles annual reports for DEQ. Assists in the administration of certain aspects of the Lafayette Litter Ordinance.

Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the local ordinances governing collection, recycling, and disposal of solid waste.

Knowledge of state and federal environmental regulations affecting solid waste collection, recycling, and disposal.

Ability to identify objectives of the Lafayette Consolidated Government's recycling program.

Ability to communicate effectively, both orally and in writing.

Ability to develop informative programs and materials.

Ability to conduct research and analyses as well as keep records.

Ability to establish and maintain persuasive and effective working relationships with government officials and employees as well as the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public relations, education, journalism, or a related liberal arts field with experience in conducting a municipal recycling program.