

RECYCLING SPECIALIST

PURPOSE AND NATURE OF WORK

This position performs public information and educational outreach for recycling programs and services under the Environmental Quality Division of the Public Works Department. Work involves developing and promoting outreach programs and education within the community on recycling and litter prevention and assessing, reporting and monitoring on recycling related issues. 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.)

Communicates effectively to diverse audiences and seeks creative and up-to-date methods for reaching all potential populations in order to enhance participation in waste reduction and recycling programs. Exhibits leadership, initiative and creativity in execution of recycling projects to promote solid waste reduction and recycling practices. Creates, promotes and maintains school educational programs on recycling and litter prevention. Develops and implements recycling outreach programs and collateral materials. Evaluates existing residential, commercial, multifamily and special event recycling programs and makes recommendations for educational and service improvements. Assists in coordinating and promoting special events such as Household Hazardous Waste Day, America Recycles Day, Trash Bash, and Earth Day, as well as school and event-based recycling programs. Works with city staff, Clean City Committee and Keep Lafayette Beautiful on environmental education and outreach programs. Ensures recycling related issues involving cart and collection services through the curbside solid waste program are investigated, and handled timely and appropriately. Designs, orders and maintains inventory levels of education and promotional products within budget. Ensures recycling related webpages are current and up-to date on the Lafayette Consolidated Government website. Creates and manages recycling outreach efforts at special events, trade shows, and other educational meetings, including informational booth, displays and other related materials. Attends classes, webinars, workshops and meetings to keep up with current public education trends and opportunities involving recycling.

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 federal and international environmental regulations affecting solid waste collection, recycling, and disposal.

Ability to develop effective outreach plans that meet the objectives of the Recycling Office for Lafayette Consolidated Government.

Ability to communicate effectively, both orally and in writing, with strong presentation skills.

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

Ability to use computers related to the area of assignment.

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

Bachelor's degree from an accredited college or university with major course work in Communications, Marketing, Journalism, Environmental Science or related field with experience in municipally run solid waste reduction programs.