SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Rubbish and Recycling Specialist

REPORTS TO: Assigned Supervisor

DEPARTMENT: Physical Plant Operations

CLASSIFICATION: Classified

FLSA: Non-Exempt

SALARY GRADE: 054

ISSUED: June 9, 2009

BASIC FUNCTION:

Plan, organize, and coordinate the implementation of solid waste management programs for the district, to include rubbish, mixed paper, beverage containers, universal waste, composting, confidential paper shredding, construction debris, related conservation initiatives, contracts, and associated activities.

REPRESENTATIVE DUTIES: (Incumbent may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but intended to accurately reflect the principal job elements)

E = Essential Functions

Develop and implement solid waste management programs such as source reduction, reuse, recycling, composting, and appropriate disposal for district solid waste. E

Implement district’s solid waste management contracts, policies, and programs that enable, facilitate and encourage proper material disposal, recycling, promote the use of recycled/recyclable products, and reduce the organizational overall solid waste stream. E

Track, monitor, and report solid waste management accomplishments at each school site; work with solid waste management collection service provider on documentation of type and level of fullness of solid waste and recycling bins. E

Assist schools with developing recycling/diversion programs specific to their needs; increase paper recycling and reduce waste collection service at assigned school sites. E

Maintain various records and reports related to universal waste, solid waste disposal and reduction, and recycling to ensure compliance with established federal, state, and local guidelines and requirements. E

Organize and conduct staff development and training presentations at school sites to provide current information and updates to ensure optimal participation in solid waste disposal and reduction, recycling diversion, regulation and program compliance, re-use, and conservation. E
Respond to inquiries of staff, administrators, public, and students to provide information related to solid waste management.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of training, experience, and/or education equivalent to five years of recent, full-time, paid experience in an environmental science or related field, including development, implementation, and administration of private and/or public solid waste management and recycling programs.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Solid waste management, reduction, and recycling.
Universal waste programs and regulations.
Procurement guidelines regarding solid waste management and materials conservation.
Federal, state, and local regulations regarding solid waste management reduction and disposal, including hazardous waste regulations, policies, and laws.
Reading and writing English communication skills.

ABILITY TO:
Provide leadership in assigned functions.
Develop and implement effective solid waste management programs.
Implement solid waste management contracts and policies.
Track, monitor, and report pertinent solid waste management information at each school site.
Assist in the development of site-specific recycling/diversion programs.
Organize and conduct staff development and training presentations.
Plan and manage projects.
Prepare and maintain accurate records and reports.
Operate standard office equipment including pertinent software applications.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Communicate effectively orally and in writing.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environments.
PHYSICAL REQUIREMENTS:
Strength and energy sufficient to maintain a rigorous work schedule including driving and extensive site surveys; hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and interpret plans, specifications, and flow charts and perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools and equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally as needed; lifting light to moderately heavy objects.

Job Code 6566
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