



Centre Region Council of Governments

REGIONAL REFUSE AND RECYCLING PROGRAM

<http://crcog.net/refuse>

JOB DESCRIPTION

Job Title:	Recycling Assistant	Hours:	20 hrs/week
FLSA Status:	Non-Exempt	Pay:	\$11 – 13 / hr
Reports to:	Refuse and Recycling Administrator	Contract Term:	1 year
Department:	Administration		

JOB SUMMARY: This part time position is intended to assist with improving commercial recycling in the Centre region (Benner, College, Harris, Ferguson and Patton Townships). Commercial recycling is mandated by local ordinances and this position will assist in the development of the *new* Recycle at Work program. The Recycling Assistant will audit businesses; coordinate education programs and activities that seek to increase recycling and reduce waste; resolve customer and hauler issues; and prepare reports and analyses.

The position will be staffed for a one year term.

DUTIES AND RESPONSIBILITIES: The duties and responsibilities described below are indicative of what the Recycling Assistant may be asked to perform, other duties and projects may be assigned:

1. Audit Businesses
 - Conduct field research and audits to analyze current recycling methods at commercial locations.
 - Conduct special studies or projects relating to recycling collection, transportation and disposal.
 - Recommend best practices to help educate different businesses sectors
2. Provide outreach education to commercial entities to explain the program and to identify and encourage efforts to obtain compliance with municipal ordinances by performing the following tasks:
 - Coordinate education workshops through different business associations
 - Develop brochures, guides and posters
 - Assist with maintaining the website material
 - Prepare information for newsletters and other public announcements
 - Participate in educational opportunities relating to the refuse/recycling program
3. Receive, investigate and resolve inquiries/complaints from customers, haulers, elected and appointed officials, and citizenry regarding the Recycle at Work Program.
4. Coordinate commercial recycling efforts by maintaining positive working relationships with the regional waste haulers and the Centre County Recycling and Refuse Authority (CCRRA).
5. Attend COG Public Services & Environmental (PSE) Committee meetings monthly. Prepare and present Recycle at Work program information to the PSE Committee, municipal managers and other groups.
6. Assist with the residential refuse and recycling program.

QUALIFICATIONS REQUIREMENTS: To perform this job successfully, candidates must have strong interpersonal and organizational skills, ability to write and speak in a courteous, cogent and clear manner. Excellent customer service skills are essential for this position.

The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire.

EDUCATION AND EXPERIENCE:

- two years of college coursework completed by June 2012 is an asset
- demonstrated experience in project management
- ability to organize, prioritize and carry out field work with minimal supervision
- enthusiasm for the environment and civic responsibility
- proficient knowledge of Microsoft Office, data management and record keeping
- database knowledge preferred
- A valid driver's license

SKILLS AND ABILITIES:

- Ability to cooperate with staff and the public
- Ability to maintain a professional manner when dealing with the public
- Ability to prepare letters, correspondence, memos, and other reports
- Ability to organize, prioritize, and carry out office and field work with minimal supervision
- Ability to maintain confidentiality of information

LANGUAGE SKILLS:

- Demonstrated experience in dealing courteously with other members of the staff, supervisors, and the public; and communicating in a clear, concise, and respectful manner
- Ability to communicate in written form in a clear, concise, and respectful manner
- Ability to edit communications and reports for accuracy and proper grammar
- Sensitivity to individuals from other cultures

MATHEMATICAL SKILLS:

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals

REASONING SKILLS:

- Ability to organize time and resources
- Ability to define problems and deal with a variety of situations
- Ability to think quickly, maintain self-control, and adapt to stressful situations
- Ability to work under a time constraint
- Ability to use good judgment and effectively solve problems
- Ability to plan work and establish priorities
- Ability to read, understand and apply municipal ordinances

PHYSICAL WORK ENVIRONMENT: The physical demands and work environments described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job may include physical activities such as keying, talking, hearing/listening, and performing repetitive motions
- The physical requirements of this job include sedentary work and field work that would include walking, lifting and other moderately strenuous activities
- This job is performed in an office environment for about half of the time; site visits to urban, suburban, and rural locations as follow-up to refuse/recycling investigations and to proactively identify compliance problems

Work Environment: The work environment may include some of the following:

- Time pressure (frequent rush jobs, urgent deadlines, etc.)
- Working under distractions such as telephone calls and other disturbances
- Working outside in the weather
- Interacting with irate customers