Waste Reduction & Recycling Coordinator

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Job Summary: The Waste Reduction & Recycling Coordinator is responsible for planning, implementing, tracking, reporting and educating the public on recycling and solid waste reduction programs for the SCRRRA region. Pursuant to the Connecticut General Statutes (CGS § 22a-241), this role serves as the designated recycling contact registered with the Connecticut Department of Energy and Environmental Protection (CT DEEP) for the Authority's 12 member municipalities.

Supervision Received: The Waste Reduction & Recycling Coordinator reports to the Operations Manager and/or to the Executive Director when the Operations Manager is not available.

Supervision Exercised: The Waste Reduction & Recycling Coordinator does not have supervisory responsibilities.

Essential Job Functions

The Waste Reduction and Recycling Coordinator is responsible for developing, implementing, tracking, reporting on, and continually working to improve the following:

- Regional recycling and solid waste reduction programs.
- Public education about recycling and solid waste reduction.
- Household hazardous waste disposal programs.
- Relevant vendor contracts.
- Coordination with CT DEEP as needed.
- Other related duties as required.

The Waste Reduction and Recycling Coordinator is also responsible for:

- Monthly review of single stream recycling data.
- Development of municipal recycling "report cards".
- Monthly review and updating of the SCRRRA "What Goes Where?" tool (ReCollect).
- Assisting residents with disposal and recycling inquiries electronically, by phone, and in person.

******** The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

Qualifications Profile

Knowledge, Skills and Ability

- Extensive knowledge of the principles and practices of solid waste reduction and recycling.

- Proficient in public relations and public speaking.
- Skilled in researching current trends related to recycling and solid waste.
- Ability to express oneself both orally and in writing.
- Proficient with current technologies including Office 365 apps, virtual conferencing software (Teams, Zoom, etc.), Wordpress for website updates, ReCollect app for the SCRRRA "What Goes Where?" tool, popular social media platforms, etc.
- Capable of navigating modern reporting, analytics dashboards, and data-driven interfaces.
- Ability to establish and maintain effective working relationships with government officials, businesspeople, the general public, and the media.
- High digital literacy and dexterity, with a natural curiosity for adopting new platforms and tools.
- Ability to work some nights and weekends for various SCRRRA events

Education, Experience and Training

- Graduation from an accredited four-year college or university with major course work in environmental science, sustainability, public administration or other related field.
- At least two years of experience in a related position with similar requirements.
- Criminal background and driving record checks required prior to employment.
- Means of transportation

License or Certificate

- Connecticut Motor Vehicles Operator's License Required

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is frequently required to: sit, stand, talk, hear, walk; use hands, fingers, wrists for repetitive motion; handle/feel objects; reach; and drive. The employee must occasionally stoop or crouch; sit, get in and out of vehicles; tolerate exposure to weather, and environmental allergens. In addition, the employee must occasionally be able to lift and/or move up to 20 pounds.

The employee must be free from mental and/or physical disorders which would interfere with performance of duties as described; and have the ability to maintain his/her composure with the co-workers in everyday, stressful and emergency situations.

********This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Examples of Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.**