

**CITY OF STUART
JOB DESCRIPTION**

Title: RECYCLING AND CONSERVATION COORDINATOR
Department: Water and Sewer General Government
Job Code: 3088
Grade: S17
Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under direction of the Assistant Public Works Director, performs highly technical administrative work for the Public Works Department. The incumbent develops, implements, and monitors programs that promote residential and commercial waste reduction and recycling, and develops, implements, and monitors programs that promote residential and commercial water conservation. Assignments are evaluated as work in progress and upon completion. Work is reviewed verbally or through written reports.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Conducts research, develops initiates, establishes benchmarks, monitors, and reports on the status of a city-wide residential and commercial waste reduction and recycling program.
2. Conducts research, develops initiates, establishes benchmarks, monitors, and reports on the status of a city-wide water conservation program.
3. Organizes and integrates community education materials, market development, and program development for City's residential and commercial waste reduction and recycling program.
4. Organizes and integrates community education materials, market development, and program development for City's water conservation program.
5. Attends and makes presentations at community workshops and events, and assist in publicizing the City's residential and commercial waste reduction and recycling and water conservation programs.

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6. Represents the City at professional or industry group meetings and generally remains current on new developments in the field of residential and commercial waste reduction and recycling and water conservation.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's degree from an accredited college or university in public administration, environmental management, or related field, supplemented by five (5) years of progressively responsible professional experience in waste reduction and recycling and water conservation programs or an equivalent combination of training and experience. Proficiency in Geographical Information Systems (GIS), Microsoft Word and Excel field related computer programs preferred.

Possession of a valid Florida Driver License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge of current techniques, practices, and institutional processes related to waste reduction and recycling and water conservation.

Knowledge of rules, regulations, policies and procedures relating to waste reduction and recycling and water conservation.

Knowledge of computer skills for GIS, word documents and spreadsheets.

Ability to work independently, in a team environment, in the field and the office.

Ability to establish and maintain effective working relationships with employees, regulatory officials, and the general public.

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Ability to communicate effectively both orally and in writing.

Ability to understand and prepare technical reports related to recycling and water conservation.

C. Physical Requirements:

Tasks involve frequent walking on rough surfaces, standing, bending, stretching, pushing, pulling, stooping; some lifting and carrying objects of moderate weight (30 pounds); or standard dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

D. Environmental Requirements:

Task may require frequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires color perception and discrimination.
Task requires sound perception and discrimination.
Task requires depth perception and discrimination.
Task requires texture perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.

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Approved: _____ Date: _____
Human Resources Director

Approved: _____ Date: _____
Public Works Director

Received by: _____ Date: _____
Employee