

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 3350
Approved by C.S.B.
October 7, 1992

RECYCLING TECHNICIAN

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DEFINITION

Under general supervision provides technical and administrative support to professional and management staff in the development and implementation of recycling programs and projects and performs other related work as required.

EXAMPLES OF DUTIES

1. Assists in researching, developing and implementing municipal recycling programs and projects.
2. Works with and monitors contractors retained to analyze, collect and dispose of recyclable materials.
3. Assists in developing and implementing promotional information such as brochures, newsletters and press releases and coordinating special events.
4. Works with businesses to develop self administered recycling programs; conducts site specific waste audits.
5. Confers with other departments, public officials, consultants and citizens; responds to complaints and inquiries; explains City policies and procedures.
6. Makes presentations on assigned projects and programs.
7. Assists in soliciting and organizing community involvement in recycling programs; recruits and organizes volunteers to publicize waste reduction programs.
8. Researches information; prepares various reports and studies and maintains resource information.
9. Maintains knowledge of developments, trends, and practices in the resource recovery field.
10. Assists in assessing effectiveness of recycling activities and expenditures.
11. May assist in preparation of grant applications and in administering grant funds.
12. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by specialized coursework in integrated waste management.

Experience: Three years of responsible administrative support experience at least one year of which shall have been in the recycling industry.

(OVER)

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of principles and practices of recycling and waste reduction; State, Federal and local laws and regulations related to recycling and waste reduction functions.

Ability

Ability to perform both complex and routine technical and administrative support work with speed and accuracy; effectively coordinate recycling functions; interpret and apply State, Federal and local laws and regulations related to recycling and waste reduction; prepare complex records and reports; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.