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Position#:(PSA).....
Developed by:.....
Reviewed by:.....
Approved by:.....
Date:.....10/98;10/00

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Recycling & Solid Waste Management
DIVISION: Business & Finance (Facilities Services)
REPORTS TO: Assistant Director, Facilities/Landscape & Grounds
GRADE: 11
SUPERVISES: Student assistants

BASIC FUNCTION:

Develop, manage, plan, direct, and promote the University's materials recycling program and related programs and processes promoting the efficient and conservative use of resources, and environmental responsibility and/or staffed services and processes. Provide coordination of efforts of all University departments, facilities, and campuses in maximizing recycling and conservative resource use. Research best practices for recycling and solid waste management processes and develop operational plans for implementation by the appropriate University personnel or for incorporation into service contract specifications. Develop and maintain records and databases relating to recycling, solid waste, and resource utilization. Monitor the performance and efficiency of the University in these areas and implement a program of continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Analyze the University's existing recycling, solid waste, and resource use programs and profiles, and develop operational objectives for these areas.

Examine best industry practices and other model programs, and develop a comprehensive plan for achieving the operational objectives for consideration by University management.

Develop customized recycling programs for various University operations, including each of the auxiliary enterprises, and develop detailed specifications for the necessary tools, containers, job descriptions, processes, and service contracts to support and achieve the University's recycling objectives in a cost effective manner.

Develop promotional programs to encourage all members of the University community, particularly students, faculty, and

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staff, to support the University's recycling and conservative resource use objectives through their own daily participation and responsible practices.

Work with University managers and first line staff responsible for collecting, transporting, and disposing of recyclables, solid waste, metals, and specialized wastes such as tires, batteries, and hazardous materials, to offer assistance in maintaining and improving processes and outcomes.

Work with the Purchasing Office to develop feasible programs which encourage the purchase of recyclables and recycled materials and products.

OTHER DUTIES AND RESPONSIBILITIES:

Seek out and pursue grant funding and other external and creative funding sources to support special or demonstration projects as well as ongoing operations.

Serve as the "environmental advisor" to the University on a range of environmental matters including vehicle traffic, parking and transit services, litter, composting, water conservation, etc., and develop proactive programs to improve community performance in these areas.

LICENSES, TOOLS AND EQUIPMENT:

Personal computers, printers and word processing, database management, spreadsheet and graphic arts software; means of transportation.

ENVIRONMENTAL CONDITIONS:

This position requires both inside and outside work in hot and cold temperatures, and lifting and moving materials as needed.

QUALIFICATIONS:

Bachelor's degree in education, college student personnel, environmental sciences or related field required, as are the following: prior work experience in solid waste management, resource conservation, recycling, or related field; knowledge of recycling techniques and processes; excellent interpersonal skills, and the ability to communicate (both orally and in writing) with a diverse campus population including faculty, staff, and students, on issues of recycling; ability to organize, coordinate and supervise support staff; ability to produce reports on the recycling program as needed, and to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others. Must provide own transportation to various work sites and be able to lift and move materials as necessary.

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**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY
ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**