**Recycling Coordinator Standard Job Description**

**Classification Title:** Recycling Coordinator

**FLSA Exemption Status:** Non-Exempt

**Pay Grade:** 8

**Minimum Pay:** $20.88

**Job Description Summary:**

The Recycling Coordinator, under direction, oversees the student and temporary workforce. Works with the local community to coordinate activities such as Planet Earth Day Celebration and Texas Recycles Day.

**Essential Duties and Tasks:**

**40% Recycling Coordination and Operations**

* Works with University staff and student organizations to meet daily and special recycling needs.
* Operates collection vehicle and runs routes.
* Schedules and documents outgoing materials.

**20% Customer Engagement and Event Participation**

* Meets with customers at events and engages with students to promote recycling efforts.
* Travels to various campuses for events and meetings related to recycling initiatives.

**10% Safety and Compliance**

* Contributes to a safe work environment by reporting accidents and unsafe working conditions.
* Follows safety procedures outlined in Material Safety Data Sheets and participates in safety training.

**10% Data Management and Reporting**

* Maintains website data and statistical databases related to recycling efforts.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* High school diploma or equivalent combination of education and experience.
* Five years of related experience in solid waste, recycling, or heavy equipment operation.

**Required Licenses and Certifications:**

* Valid Class “B” driver’s license or ability to obtain within 30 days of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Ability to communicate clearly and effectively to ensure understanding.
* Strong interpersonal and organizational skills.
* Ability to read schematic diagrams and prints of electrical systems.

**Machines and Equipment:**

* Vehicle
* Telephone
* Computer

**Physical Requirements:**

* Ability to climb stairs and ladders.
* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* Travel required.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**