

LEAD WORKER - RECYCLING

Function of Job:

Under general supervision of assigned supervisor, supervise and perform the collection, sorting, and disposal of recyclable and refuse materials for the college/university, including supervision of waste and recycling programs and staff, assisting with researching and identifying new methods/sources of disposal and re-use, and assisting with the promotion, education, and expansion of sustainable efforts.

Characteristic Duties and Responsibilities:

1. Supervise, schedule, and perform the collection and disposal of waste and recycling materials on campus to divert and/or reduce the amount of waste generated.
2. Following guidelines that reflect campus, local, state, and federal recycle requirements, review materials prior to collection to ensure proper disposal.
3. Operate heavy equipment needed to collect and dispose of waste and recyclables.
4. Hire, schedule, train, and supervise staff as assigned.
5. Order and install appropriate recycle and waste disposal signs, decals, and containers; maintain clear area around containers, and repair and replace as needed.
6. Oversee condition of vehicles used in collecting and disposing of waste and recyclables and develop and alter collection routes as required.
7. Prepare and maintain records and reports of materials as well as all repair and safety issues related to programs.
8. Assist with and/or research information on recycling and waste disposal and make recommendations regarding program improvements, and adoption of new programs, methods, and sources of disposal and re-use.
9. Work collaboratively with local, state, and national organizations, as well as vendors and other external agencies in areas of recycling and refuse collection.
10. Provide training and education to the college/university community regarding proper recycling and waste disposal.
11. Training and supervision of personnel on operation and repair of equipment as assigned.
12. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Technical/high school graduation.
2. One year of experience in the area of waste management/recycling.
3. Valid operator's license to drive heavy equipment as required by department
4. Sufficient strength and physical dexterity to perform duties and responsibilities of this job, including the ability to lift up to 70 pounds.
5. Computer skills as required by department.
6. Supervisory skills.

9/05/08
System Approval

9/05/08
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.