Supervisor, Recycling and Waste Management

Job Code 50017683

General Description
Responsible for managing and supervising the recycling and waste management programs, and providing educational assistance to faculty, staff, and students on recycling issues.

Examples of Duties
Function as liaison for recycling processor and waste hauling contractor.
Coordinate waste management program.
Adapt waste pickup schedules to accommodate changing circumstances.
Coordinate equipment deliveries and repairs.
Maintain accurate log of events.
Coordinate recycling program.
Schedule routine and special recyclable materials pickups across campus.
Ensure all pickups are done in a timely manner.
Coordinate sales of processed materials, and maintain relevant records.
Supervise employees and student workers; scheduling, assignments, training, and discipline.
Act as liaison with the general public and Texas State staff, faculty, and students regarding recycling and waste management issues.
Improve and increase capture of recyclable materials and minimize waste stream.
Ensure staff development through training and meetings.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Industry standards for recycling and waste management; mechanical processes; university procedures and standards for safety; OSHA rules; computers; preparing and conducting training.
Skill in: Establishing rapport with a variety of clients; interacting courteously with customers; supervising others; working with contractor reps; education of the public; problem solving and decision making; prioritizing work for self and employees; conflict resolution.
Ability to: Understand written job instructions; understand department/University policy/procedures; read equipment manuals, records, and logs; write records, keep logs, and timekeeping; perform intermediate math; communicate orally; operate forklift (certification required); deliver instructions and presentations.

Education and Experience
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.
Other Requirements
Must have certification to operate a forklift.

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