

Head Recycling Waste Management Worker

Job Code 50023334

General Description

Responsible for taking a lead role in the recycling/waste management program by assigning and monitoring recycling crew duties as well as monitoring crew performance and productivity.

Examples of Tasks

Assign and delegate duties to recycling crews, and recycling student workers for pick-up of recyclable material on campus.

Setup of recycling for special events and for new locations on campus.

Monitor processing of recyclable material collected on campus by all recycling crews.

Train staff and student/temporary employees on recycling routes and use of equipment.

Track labor hours for self and crew and ensure work time is submitted to recycling waste management supervisor.

Maintain all equipment and vehicles that are used on a daily basis for the operation of the recycling program.

Monitor all vehicles that are used by recycling crews and ensure that workers are keeping up with vehicle cleanliness and reporting any mechanical problems.

Support and assist recycling and waste management supervisor in program operations as necessary.

Perform other duties as required.

Knowledge, Skills and Abilities

Knowledge of: Recycling routes and pickup locations.

Skill in: Completing logs and forms, communicating with others, prioritizing work load, monitoring equipment, processing recyclables.

Ability to: Perform basic math, operate compactors and forklift.

Experience and Education

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