Coordinator, Recycling and Waste Management

Job Code 50028403

General Description
Assists in maintaining the Texas State University recycling program by offering recycling pickups and service to University.

Examples of Duties
Pick-up of recycling material on campus; including emergency pickups.
Processing of recyclable material collected on campus.
Train students/ temporary employees on recycling routes and use of equipment.
Track labor hours for self and crew.
Maintain equipment and vehicles that are used on daily basis.
Attendance of all required training by the facilities department.
Support and assist recycling and waste management supervisor in coordination of all recycling special events or requests.
Perform other duties as required.

Knowledge, Skills, and Abilities
Knowledge of: recycling routes and pickup locations.

Skill in: personal computer skills; monitor equipment and vehicles and report all failures to supervisor.

Ability to: operate compacters and forklift; prioritize your own workload.

Experience and Education
To qualify for this classification, and individual must possess ant combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
Must possess Texas Class “C” Driver’s License and maintain eligibility to drive a university vehicle in accordance with the University’s Driver Selection Policy.