

Carroll Township Job Description

TITLE: Municipal Recycling Coordinator
DEPARTMENT: Administrative Office
REPORTS TO: Secretary/Treasurer and Manager

GENERAL SUMMARY: Provides administrative support for the Township's recycling and refuse program, such as but not limited to liaison with the collection contractor, commercial haulers and state and local government agencies, data collection and reporting recycling program performance in the municipality by preparation of the annual recycling tonnage report and the 904 Performance Grant, in addition to education efforts.

DUTIES AND RESPONSIBILITIES:

1. Overseeing of the Township's Refuse and Recycling Contractor to ensure compliance with the contract and the Township's Refuse and Recycling Program.
2. Maintains and replenishes recycling containers as needed through the York County Solid Waste Authority.
3. Assists in the development of new or revised ordinances, policies and procedures as they relate to the Township's refuse and recycling program.
4. Resolves citizen's trash and recycling service requests and/or complaints.
5. Prepares recycling information for commercial businesses, the website and newsletter.
6. Maintains recycling data and prepares annual recycling tonnage report.
7. Prepares annual 904 Recycling Performance Grant.
8. Assists in securing grants for recycle and waste reduction.
9. Performs other related duties as assigned by the Secretary/Treasurer and Manager.

Required Knowledge, Skills, and Abilities

1. Knowledge of local ordinances and state and federal laws regarding recycling or willingness to learn.
2. Ability to organize and manage workflow.
3. Ability to adhere and meet deadlines.
4. Ability to establish and maintain effective working relationships with employees, officials and the public.
5. Customer Service oriented – actively looks for ways to help residents.
6. Good organizational and writing skills.
7. Considerable knowledge of proper office procedures, filing procedures, personal computer and office equipment operations.
8. Ability to interpret a variety of instructions in written, oral, diagram or schedule form.
9. Considerable skills and proficiency in personal computers in a Windows operating system, and with Microsoft Office (Word, Excel, Outlook).
10. Ability to operate general office equipment.
11. Ability to function with a minimum of supervision.

Minimum acceptable training and experience

1. High school graduate or equivalent certification.
2. Experience working in a position involving public contact with recycling program.
3. Considerable personal computer experience within a Windows operating system, and with Microsoft Office (Word, Excel, Outlook).

4. Ability to use basic office equipment.

Physical Requirements

1. Excellent hand/eye coordination.
2. Ability to lift and move boxes of files and paper approximately 30 lbs. in weight.
3. Ability to remain in sedentary (sitting) position for long periods for typing, etc.