

SOUTH CENTRAL SOLID WASTE AUTHORITY
invites applications for the position of:
Recycling Education & Logistics Coordinator
An Equal Opportunity Employer
Regular Full-Time

SALARY RANGE: **\$39,106.00 - \$48,884.00 Annually**

OPENING DATE: **Thursday, July 15, 2021**

CLOSING DATE: **Continuous**

NATURE OF WORK:

Responsible for promoting and marketing the South Central Solid Waste Authority (SCSWA) Recycling Program in order to achieve proper waste management and waste reduction practices by developing, coordinating logistics, and providing education about residential curbside, commercial & onsite recycling services regarding programs and operations.

- Position involves working extended hours when necessary: adhering to strict deadlines; performing multiple tasks; and responding to customer inquiries and complaints. Publicize recycling and waste reduction activities through a variety of outreach and education programs including developing and conducting educational workshops, curbside, community events, brochures, and flyers. Create and maintain current content for SCSWA's website. Respond to questions regarding recycling and solid waste management programs.
- Organize and provide recycling collection logistics and information services for special events including organizing and supervising staff & volunteers, coordinating with event organizers to maximize waste reduction strategies, and creating, maintaining, and staffing a display table.

ENVIRONMENTAL FACTORS:

Position functions approximately 70% in an office setting with no notable adverse environmental conditions and 30% outdoors conducting site tours and outreach services in all types of weather conditions. Protective clothing may include hard hat, steel toe boots, gloves, and vest.

PHYSICAL FACTORS:

Ability to operate a motor vehicle and two-way communication device; and move about on uneven ground surfaces. Walking to work sites and around special event grounds; ability to navigate recycling containers that can weigh up to 100 pounds.

DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities.

Markets and monitors the collection and sale of recycled goods for the South Central Solid Waste Authority. Promotes waste reduction and recycling by performing the following: Performs research to analyze and evaluate the ongoing status of current programs in order to determine feasibility of implementing new recycling programs; maintains data to evaluate and record progress of the SCSWA's efforts in waste reduction programs from a customer service and economic perspective; solicits alternate funding by applying for grants, awards, and special recognition entries related to solid waste/recycling programs; requests pricing and bids and

coordinates billing, collection, and deposits on recycle materials; manages customers' accounts (new and existing) for cardboard and office paper; prepares report for SCSWA management and Solid Waste Authority Board's review using personal computer with MS Office, Routeware routing software or any related software that ensures the continuity of services; scale software such as Paradigm or Waste works or any related programs that tracks trucks, weights, material, etc. Responds to customer inquiries and concerns and attends management and professional organization meetings, as directed.

Educates the general public, businesses, and schools on recycling and solid waste services by performing the following: Promotes recycling by providing details on cost effectiveness; conducts tours of the SCSWA Recycling Center as requested; participates and promotes recycling events such as Earth Day and Keep Las Cruces Beautiful; conducts presentation to various educational and community groups and organizations.

MINIMUM QUALIFICATIONS:

Equivalent to an Associate Degree in Pre-Business or related field plus three (3) years of experience in the waste industry along with business accounting or marketing, preferably in recycling or solid waste programs, or a sufficient combination of relevant education and job-related experience that has reasonably prepared the applicant to successfully perform the duties and responsibilities of the position, such as those listed above. A combination of education, experience, and training may be applied in accordance with SCSWA policy.

Valid driver's license is required. Position requires an acceptable driving record in accordance with the SCSWA policy. NMED Recycling Certification & EPA Section 608 Certification must be obtained within one (1) year of employment with the South Central Solid Waste Authority.

KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of: Principles, practices, and equipment involved in recycling and providing solid waste services; hazards and safety precautions associated with solid waste and recycling; government rules and regulations as they apply to solid waste and recycling.

Ability to: Gather and review data, analyze findings, prepare oral reports, and produce written documents with clearly organized thoughts with proper English sentence construction, punctuation and grammar; accurately produce mathematical calculations; effectively communicate orally with customers, clients or the public in face-to-face, one-to-one, or group settings, or using the telephone; establish effective working relationships with both internal and external customers; operate motorized vehicles and navigate on uneven surfaces.

Skills in: Public speaking and producing graphics, charts, reports, brochures, and other materials for public presentations.

- Skills in generating or exporting reports from solid waste or recycling programs.
- General knowledge of recycling collections, logistics operations.
- Skill in developing or implementing programs and services including recycling route efficiencies.
- General knowledge of composting programs and technology.
- Skill in interpersonal relations.
- Skill in organizing a prioritizing work.
- Overseeing customer base of 35,000 or more

WORK SITUATIONS FACTORS:

Position involves working extended hours when necessary; adhering to strict deadlines; performing multiple tasks; and responding to customer inquiries and complaints.

*** SUPPLEMENTAL QUESTIONNAIRE***

Required Questions

1. I understand and accept that the position I am applying for is with the South Central Solid Waste Authority (SCSWA) and not the City of Las Cruces. If hired, I will be a SCSWA employee and not a City of Las Cruces employee.
 Yes No
2. Are you a current South Central Solid Waste Authority employee? (If you fail to include this information under the work experience section of the application, you may be disqualified from the selection process.)
 Yes No
3. Do you have, at a minimum, the required Associate Degree in Pre-Business or related field? A combination of education, experience, and training may be applied in accordance with South Central Solid Waste Authority policy. (If you fail to include this information under the education section of the application, you may be disqualified from the selection process.)
 Yes No
4. I understand and accept that if my response if "Yes" to the question above, I agree to provide proof of the required degree and/or transcript (official or unofficial) if recommended for the position.
5. Do you have at least three (3) or more years of experience in waste or related field? (If you fail to include relevant information in the work experience section of the application, you may be disqualified from the selection process.)
 Yes No
6. Do you have a valid driver's license?
 Yes No
7. If you answered "Yes" to the previous question above, please indicate the type of license, license number, expiration date, any restrictions or endorsements, and the state that issued the license. If none, type N/A.
8. Are you related by blood, adoption, domestic partnership, or marriage to any current employee of the South Central Solid Waste Authority?
 Yes No
9. List all relatives by blood, adoption, domestic partnership, or marriage working for South Central Solid Waste Authority and where they work. If none, please indicate "N/A" in the space provided.

An application may be obtained online at <https://scswa.net/jobs/>. A resume may not be substituted or accepted in place of the application.

It is policy to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment. If you need assistance or accommodation to interview and/or test because of a disability, please contact SCSWA at 575-528-3584.