
Auburn University Job Description

Job Title:	Mgr, Recycle & Waste Reduction	Job Family:	No Family
Job Code:	NC66	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Manages strategies, implements plans and monitors a comprehensive and cost-effective recycling and waste reduction program for Auburn University.

Essential Functions

1. Manages Auburn University solid waste collection, disposal and recycling, as well as the collection of construction and demolition debris (inert waste) generated by university departments.
2. Manages and oversees the recycling collection, hauling, and processing programs for the University.
3. Manages and maintains an internal accounting system to gather and record recycling data by reconciling and processing invoices for contracted services and preparing billing summaries which support reimbursements from externally funded activities.
4. Gathers information and creates annual reports on the types and amounts of recyclable waste generated/collected to include but not limited to; types and amounts of solid waste land filled, incinerated, reclaimed, and recycled, and the cost involved.
5. Responsible for the management, billing, and administration of third party vendor contracts associated with the University's solid waste and recycling collection. Evaluates and ensures compliance with contracts throughout the year.
6. Reviews and analyzes policies, guidelines and laws related to hazardous waste, recycling and solid waste operations to ensure compliance with federal and state regulations and guidelines.
7. Responsible for the marketing of the Recycling and Solid Waste Program for audiences on and off campus. Conducts informational sessions/seminars and builds networks throughout the University community at large to increase public awareness of solid waste issues.
8. Reviews and provides comments on planned projects and facilities for compliance with recycling measures.
9. Researches grant opportunities; prepares and submits grant proposals to help fund the recycling and waste reduction program.
10. Fosters relationships with local government entities with the ultimate goal of reducing cost while providing more reliable service.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Business Administration, Public Administration, Environmental Science, or relevant field.
Experience (yrs.)	3	Experience with all areas of solid waste removal including working with and managing contracts.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of cost-effective recycling operations, bid and purchasing guidelines and laws, contract guidelines, supply chain management, and accounting and budgeting principles and practices.

Knowledge and understanding of the legal requirements involved in specific contracts.

Working knowledge of accounting principles.

Attention to detail and ability to notice errors.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling,

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/6/2018
