
Auburn University Job Description

Job Title: **Mgr. Recycle & Waste Reduction**

Job Family: No Family

Job Code: **NC66**

Grade FM16 \$54,100-\$92,000

FLSA status: Exempt

Job Summary

Reporting to the Assistant Director, Campus Services, this position manages strategies, implements plans, and monitors a comprehensive and cost-effective recycling, waste reduction, and solid waste collection and removal 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. Plans, manages, and oversees the recycling collection, hauling, and processing programs for the university.
3. Manages work order requests and project support for work performed by department personnel including game days, event support, faculty and administration support, and other campus initiatives.
4. Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues and develops and trains staff.
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. 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. Researches grant opportunities; prepares and submits grant proposals to help fund the recycling and waste reduction program. Fosters relationships with local government entities with the ultimate goal of reducing cost while providing more reliable service.
7. Manages and maintains an internal accounting system to gather and record solid waste and recycling data by reconciling and processing invoices for contracted services and preparing billing summaries which support reimbursements from externally funded activities.
8. 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. Reviews and provides comments on planned projects and facilities for compliance with recycling measures.
9. Responsible for the marketing and social media accounts 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

Supervisory Responsibility

Supervises others with full supervisory responsibility.

Auburn University Job Description

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's Degree- No specific discipline
Experience (yrs.)	4	Experience with all areas of solid waste collection and removal, recycling, principles of sustainability, and working with and managing contracts.

Substitutions allowed for Education:

When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

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.

Knowledge of solid waste handling, solid waste regulations, and solid waste equipment such as compactors, FELs, and types of receptacles.

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

Knowledge of accounting principles.

Excellent attention to detail and ability to review work for accuracy.

Ability to identify problems as they occur; follow rules, guidelines, and procedures to resolve problem and make decisions.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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

Auburn University Job Description

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: 4/5/2023

