

KANE COUNTY JOB DESCRIPTION

JOB TITLE: Recycling Coordinator

JOB CODE: 5053

PAY GRADE: 12

FLSA: Exempt

DEPT: Kane County Environmental and Water Resources Department

SALARY RANGE: \$50,000-\$75,000 DOQ

GENERAL SUMMARY:

Responsible for development of recycling and sustainable materials management programs in accordance with the County Solid Waste Management and Resource Recovery Plan, to advance levels of recycling and waste reduction in public and private sectors within the County, as required by state mandate (415 ILCS 15/6), and in accordance with the Illinois Environmental Protection Agency's 2021 Illinois Materials Management Advisory Committee Report to the General Assembly (July 1, 2021). Background in Sustainability Plan implementation to work collaboratively with the Kane County Resource Management Coordinator on sustainable projects (solar, building efficiency/energy use, LEED, public education and outreach, etc)

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Manage, implement and update the Kane County Solid Waste Management and Resource Recovery Plan upon each five-year mandatory update period.
2. Develop and maintain public programs to properly manage special materials, including but not limited to electronics, clothing & textiles, books, paint, confidential documents, fluorescent tubes and household hazardous waste. This includes overseeing several public year-round recycling centers managed by a contracted collector/recycler.
3. Plan and conduct a number of large-scale public collection events held on Saturday mornings, for hard to recycle materials such as latex paint, aerosol products, confidential document shredding, and other materials.
4. Direct public information and education outreach to encourage recycling activities, including public response via phone and email enquiries; maintain and update the Kane County Recycles webpage; write and publish the annual Kane County Recycles Green Guide; provide public presentations online or in person; publish scheduled articles in Kane County Connects; and develop programs and educational material for various audiences.
5. Manage duties assigned by the Kane County Waste Hauler Licensing Ordinance, including issuance of annual licenses, collection of annual solid waste and recycling volume data, and enforcement.
6. Manage the Mill Creek SSA waste and recycling hauler contract, including solicitation, selection, and ongoing management of contractor.
7. Administrative duties that include but are not limited to: report to Energy & Environmental Committee and County Board; data collection, program tracking, budget tracking; prepare Requests for Proposals, resolutions, and manage ongoing contracts; and process invoices and deposits associated with all programs.
8. Coordinate, manage and promote internal recycling program for County facilities and operations, including but not limited to: liaise with county waste hauler to maximize efficiency, manage costs and perform periodic waste audits; internal office battery recycling program; surplus exchange program; green purchasing; update and maintain recycling bins, placement and posters; and include a recycling component in the orientation for new hires.
9. Assist municipalities, townships, private industry and other groups with the planning and implementation of recycling programs. One example of this is the compost bin sale coordinated in partnership with the Conservation Foundation.

10. Liaise with state-wide materials management groups and associations to stay up to date on trends and program best practices.
11. Collaborate with Kane County Resource Management Coordinator on sustainability programs and projects.
12. Other duties as assigned by Director.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of Federal, State, and Local laws, regulations, and ordinances pertaining to solid waste planning, materials management, and recycling.
2. Knowledge of solid waste collection and disposal technology including recyclable material collection and compost operations.
3. Knowledge of planning, organizing, monitoring, and evaluating practices applied to solid waste and sustainable materials management.
4. Knowledge of Sustainability practices and project implementation.
5. Excellent written and oral communication skills.
6. Considerable skill in approaching and working with and within local governments and other organizations.
7. Ability to anticipate and develop programmable responses to public demand for services.
8. Requires a Bachelor's degree from an accredited college or university in Environmental Studies, Business, or Public Administration, Planning, or related field.
9. Three-years experience in municipal, community, or regional programs with emphasis on environmental planning and/or materials management.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Sitting, talking, hearing, and vision are required about 75% of the time. Standing, walking, and reaching are required about 25% of the time. High levels of lifting and carrying are required in occasional situations.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer (PC - Microsoft Office), printer/copier, telephone, laptop, projector, camera, automobile.

REPORTING RELATIONSHIPS:

Reports to: Jodie L. Wollnik, P.E.,
Director of the Kane County Environmental and Water Resources Department

Directs Work of: interns, volunteers, contractors; no management of other county staff

Bloodborne Pathogen Risk Code: NA