

## RECYCLING ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, performs a variety of technical duties necessary to implement recycling programs with commercial and residential customers; participate in door-to-door campaigns, meets with local businesses, providing education and training; and provides assistance in administering recycling awareness and diversion programs, including public relations activities

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Provide information and general assistance to City staff and the public regarding recycling policies and programs.
2. Implement improvements to City facility recycling programs.
3. Implement recycling programs with commercial and residential customers.
4. Participate in door-to-door campaigns; meet with local businesses to promote recycling programs; promote the Green Business Program to new and existing businesses.
5. Promote City of Antioch environmental programs at events; create displays for promotion of programs.
6. Provide education and training to promote and encourage the community's recycling efforts.
7. Administer recycling awareness and diversion programs, including public relations activities.
8. Compile educational material and promotional items for community groups.
9. Inspect and perform content audits of refuse and recycling containers.
10. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Basic principles, practices and procedures of recycling and environmental awareness programs.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of business letter writing and basic report preparation.
- English usage, spelling, grammar, and punctuation.
- Methods and techniques of public relations.

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- Record keeping methods and procedures.
- Pertinent federal, state, and local codes, laws, and regulations, especially those related to recycling mandates.

**Ability to:**

- Effectively assist in the planning and coordination of environmental awareness programs and events.
- Plan, prepare and make oral presentations and educational programs appropriate to specific audiences.
- Learn about services and programs related to waste reduction and recycling.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Understand, interpret, apply and explain policies and procedures.
- Interpret and communicate technical information to non-technical groups and individuals.
- Prepare written reports, brochures and educational materials.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in environmental education, resource management, or a related field.

**Experience:**

Two years of increasingly responsible environmental education or resource management experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both a standard office setting and various outdoor settings, with travel from site to site and exposure to all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; setting up and taking down various types of physical displays; potential exposure to hazardous materials, noise, dust, grease, smoke, fumes, noxious odors, and gases.

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**Physical:** Primary functions require sufficient physical ability and mobility to work in an office and various outdoor settings; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Non-Exempt

Created: August 2006

Revised: June 2014

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.