

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

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www.sfswma.org

Recruitment Announcement # SFSWMA 2013-011

POSITION TITLE: BuRRT EDUCATION & OUTREACH COORDINATOR
SALARY RANGE: \$16.59 - \$26.53
FLSA/UNION STATUS: COVERED / COVERED
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: 10/16/2013 – Open Until Filled
SUPERVISOR: SFSWMA Executive Director / BuRRT Site Manager
WORK LOCATION: Buckman Road Recycling & Transfer Station

PURPOSE: The purpose of the position is to plan, coordinate, implement and monitor education and outreach programs related to recycling and waste diversion programs offered by the Buckman Road Recycling and Transfer Station (BuRRT). To coordinate recycling / waste reduction activities with regional partners and to perform related work as required. This position works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings. The position works under the supervision of the BuRRT Site Manager.

JOB DUTIES AND RESPONSIBILITIES: (The tasks listed below are those that represent the majority of the time spent working in this position. Management may assign additional tasks related to the type of work of the position as necessary.)

1. Develops, implements, monitors and evaluates BuRRT recycling / diversion educational and outreach programs.
2. Works with various vendors to sell recyclables at market value, tracks purchase orders, coordinates incoming loads with the scalehouse, and administers proper invoicing procedures for recyclable materials leaving BuRRT.
3. Designs, writes, prepares, and delivers informational brochures, handouts, newsletter articles, website information and other promotional materials and presentations for all recycling and waste diversion programs.
4. Prepares schedules and performs facility tours as well as educational talks for civic groups.
5. Build coalitions and maintain relationships with community and topic-specific groups, commercial businesses and others for the purpose of providing community education on recycling and waste diversion programs.
6. Collects, compiles and reports on regional recycling data.
7. Researches and obtains available grant funding for special programs and projects.
8. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.
9. Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, etc.
10. Attends training, meetings, seminars, conferences, etc., as required to enhance job knowledge and skills.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a Bachelor's degree. Relevant work experience may be substituted for education requirement. Requires one year of experience in recycling, waste diversion, source reduction applications and programs, or related field. Computer proficiency required, experience with Microsoft Office and Adobe publishing software preferred.

Certification/Licensure/Registrations: Must possess a valid New Mexico driver's license.

Special Requirements: Must have a telephone in the residence or be available by an equally effective means of communication as approved by the Site Manager.

Knowledge/Skills/Abilities: Requires coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities. Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment. Requires reading journals, manuals and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style.

WORKING CONDITIONS: Requires light-to-medium work that involves walking or standing much all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy. The job may risk exposure to adverse weather conditions, heat, fumes, flammable vapors, noise and hazardous and/or infectious materials.

HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes *will not* be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR DEGREE AND DRIVER'S LICENSE MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAM AND DRUG TESTING ARE REQUIRED. EEO/AA