SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505) 424-1850 ext. 150 Fax (505) 424-1839 www.sfswma.org

Recruitment Announcement # SFSWMA 2017-002

POSITION TITLE: **BuRRT EDUCATION & OUTREACH COORDINATOR**
SALARY RANGE: **$17.33 - $27.72**
FLSA/UNION STATUS: **COVERED / COVERED**
POSITION STATUS: **CLASSIFIED FULL TIME**
PERIOD TO APPLY: **01/20/2017 – Open Until Filled**
SUPERVISOR: **SFSWMA Executive Director**
WORK LOCATION: **Caja del Rio Landfill**

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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 SFSWMA Executive Director.

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. 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.
3. Performs facility tours as well as educational talks for civic groups.
4. Builds and maintains relationships with community and topic-specific groups, commercial businesses and others for the purpose of providing community education on recycling and waste diversion programs.
5. Collects, compiles and reports on recycling data.
6. Researches and obtains available grant funding for special programs and projects.
7. 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.
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, scanning and filing documents, entering and retrieving computer data, answering the telephone, sending and receiving faxes, etc.
10. Attends training, meetings, seminars, conferences, etc.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a Bachelor's degree. 4 years of 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, WordPress and Adobe publishing software preferred.

Certification/Licensure/Registrations: Must possess a valid New Mexico driver's license. A NMED Recycling Certification or attain within six (6) months of hire. First Aid and CPR certifications are desirable.

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

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, scanners, 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 bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, extreme noise levels, vibration, fumes and/or noxious odors, traffic, moving machinery, electrical shock, disease/pathogens, toxic/caustic chemicals.

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HOW TO APPLY

Submit employment applications to:

Human Resources Officer
Santa Fe Solid Waste Management Agency
149 Wildlife Way
Santa Fe, NM 87506-8342

Resumes will not be accepted in lieu of SFSWMA employment applications. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to each application. All applicants offered employment with the SFSWMA must pass a post-offer medical examination and drug test.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans With Disabilities Act.