AUBURN
Human Resources

Spec III, Outreach/Education, Waste Reduction & Recycling

JOB INFORMATION

Job Code	NC50C
Job Description Title	Spec III, Outreach/Education, Waste Reduction & Recycling Programs
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	3/27/2026 10:36:45 AM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Environmental Services

JOB SUMMARY

The Outreach/Education, Waste Reduction & Recycling Programs Specialist III plans, coordinates, delivers, and manages programs to accomplish department goals and objectives through outreach, education, communications, fieldwork, research, community assistance, and quality management. Ensures delivery of relevant, engaging, accessible, diverse, and inclusive mission-based experiences, digital resources, and other educational services, on-campus, online, and off-site. Performs complex assignments and fulfills responsibilities under minimal supervision. Confers with supervisor on unusual matters.

RESPONSIBILITIES

- Leads strategies, monitors solid waste and recycling programs, and implements plans for waste and recycling services; monitors and evaluates compliance with contracts.
- Plans, develops, and executes new waste reduction and recycling initiatives on campus; evaluates existing programs, processes, policies, and procedures; and develops markets for recyclable materials.
- Promotes waste reduction, waste management, and recycling to faculty, staff, students, and the university community through education, outreach, and training programs.
- Provides technical expertise to the university community on how to maximize waste reduction, manage waste, and recycle; remains current on legislative developments, state legislation, and local ordinances, as well as trends, practices, and procedures in the waste and recycling field.
- Answers questions and provides information to the public; investigates complaints and recommends corrective action. Assists the team with answering questions.
- Evaluates the effectiveness of department activities; collects, compiles, and analyzes data; researches and prepares reports.
- Performs fieldwork, which may include, but is not limited to, waste assessments, waste audits, waste sorts, facility walk-throughs, and gathering data/measurements.
- Responsible for all aspects of the student intern program, including hiring, training, supervision, and performance feedback.
- May maintain files, databases, and electronic records of materials.
- Supports large-scale waste and recycling programs, such as game day and move-in.
- Develops marketing and communications plans and materials. Researches and composes content for dissemination through a variety of mediums, such as internal or external publications, brochures, posters, newsletters, websites, presentations, press releases, or packages, broadcast media.
- Plans and organizes special events and meetings, as well as participation at conferences or trade shows.

RESPONSIBILITIES

- Assists with strategic planning, budget development and management, grant writing and reporting, and annual reporting as needed.
- May oversee the disposition of hazardous waste generated by the university and Facilities Management in compliance with university policies/procedures and federal and state rules and regulations.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May supervise employees but supervision is not the main focus of the job.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	with no specific discipline.	and	4 years of	experience in designing, implementing, delivering, and managing outreach or educational programs or services. Experience with recycling, sustainability, and/or solid waste management is desired.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting				X		
Lifting				X		50 lbs
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.