AUBURN
Human Resources

Mgr, Recycle & Waste Reduction

Job Description

JOB INFORMATION

Job Code	NC66
Job Description Title	Mgr, Recycle & Waste Reduction
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

Reporting to the Assistant Director, Campus Services, this position manages strategies, implements plans, and monitors a comprehensive and cost-effective recycling, waste reduction, and solid waste collection and removal program for Auburn University.

RESPONSIBILITIES

- Manages Auburn University solid waste collection, disposal and recycling, as well as the collection of construction and demolition debris (inert waste) generated by university departments.
- Plans, manages, and oversees the recycling collection, hauling, and processing programs for the university.
- Manages work order requests and project support for work performed by department personnel including game days, event support, faculty and administration support, and other campus initiatives.
- Manages assigned staff and leads recruitment of positions including reviewing resumes, participating in interviews, and conducting performance review evaluations. Assists in resolving employee relations issues and develops and trains staff.
- Responsible for the management, billing, and administration of third-party vendor contracts associated with the university's solid waste and recycling collection. Evaluates and ensures compliance with contracts throughout the year.
- Gathers information and creates annual reports on the types and amounts of recyclable waste generated/collected to include but not limited to; types and amounts of solid waste land filled, incinerated, reclaimed, and recycled, and the cost involved. Researches grant opportunities; prepares and submits grant proposals to help fund the recycling and waste reduction program. Fosters relationships with local government entities with the ultimate goal of reducing cost while providing more reliable service.
- Manages and maintains an internal accounting system to gather and record solid waste and recycling data by reconciling and processing invoices for contracted services and preparing billing summaries which support reimbursements from externally funded activities.
- Reviews and analyzes policies, guidelines and laws related to hazardous waste, recycling, and solid waste operations to ensure compliance with federal and state regulations and guidelines. Reviews and provides comments on planned projects and facilities for compliance with recycling measures.
- Responsible for the marketing and social media accounts of the Recycling and Solid Waste Program for audiences on and off campus. Conducts informational sessions/seminars and builds networks throughout the University community at large to increase public awareness of solid waste issues

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	Supervises others with full supervisory responsibility.

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	No specific discipline	and	4 years of	experience with all areas of solid waste collection and removal, recycling, principles of sustainability, and working with and managing contracts.	

Substitutions Allowed for Education	Yes

Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of cost-effective recycling operations, bid and purchasing guidelines and laws, contract guidelines, supply chain management, and accounting and budgeting principles and practices.	
Knowledge and understanding of the legal requirements involved in specific contracts.	
Knowledge of solid waste handling, solid waste regulations, and solid waste equipment such as compactors, FELs, and types of receptacles.	
Knowledge and understanding of the legal requirements involved in specific contracts.	
Knowledge of accounting principles.	
Excellent attention to detail and ability to review work for accuracy.	
Ability to identify problems as they occur; follow rules, guidelines, and procedures to resolve problem and make decisions.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting				X		
Lifting			X			
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.