

**JOB INFORMATION**

Job Code	NC50B
Job Description Title	Coord II, Recycle&Waste Reduc
Pay Grade	FM10
Range Minimum	\$36,870
33rd %	\$43,020
Range Midpoint	\$46,090
67th %	\$49,160
Range Maximum	\$55,310
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/29/2012

**JOB FAMILY AND FUNCTION**

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

**JOB SUMMARY**

Coordinate all recycling and waste reduction programs for Auburn University.

**RESPONSIBILITIES**

- Coordinates strategies, monitors recycling programs and implements plans for special solid waste/recycling services.
- Plans, develops and executes new recycling and waste reduction initiatives on campus.
- Oversees the disposition of hazardous waste generated by the University and the Facilities Division in compliance with university policies/procedures and federal and state rules and regulations.
- Monitors awarded grants, including coordinating the filing and record keeping requirements of the grant and budget tracking.
- Contributes to the development of the department budget.
- Assists with writing, editing and proofreading text of grants.
- Creates, maintains, and monitors spreadsheets, databases and tracking programs.
- Writes, proofs and edits departmental website.
- Schedules and participates in meetings.
- Prepares reports on the effectiveness and value of the waste reduction and recycling programs.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.
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**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 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	in Management, Business Administration, or related field	And	2 years of	Experience in administrative support services	

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knows and applies fundamental concepts, practices, and procedures of particular field of specialization, with awareness of related fields.

## 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		
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.