



JOB INFORMATION

Job Code	NC50C
Job Description Title	Coord III, Recycle&Waste Reduc
Pay Grade	FM12
Range Minimum	\$43,600
33rd %	\$50,870
Range Midpoint	\$54,500
67th %	\$58,130
Range Maximum	\$65,400
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	4 years of	Experience in administrative support services	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments.

Also possesses knowledge of related fields and areas of operation which affect, or are affected by, the work.

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			
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.