

RECYCLING SPECIALIST

Position Details

Class Code: 8020

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: Pay Grade 53 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, oversees, and monitors districtwide refuse and recycling programs in accordance with Clark County School District guidelines and Nevada Revised Statutes (NRS) ordinances.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises districtwide refuse and recycling programs work to ensure compliance with District guidelines and NRS ordinances.
2. Monitors the work of program-related staff in support of districtwide refuse and recycling initiatives.
3. Demonstrates proficiency in the use of computer software programs (i.e., Microsoft Access, Excel, and Word).
4. Trains program-related staff to understand and effectively apply District and Operations Department policies and International Organization for Standardization (ISO) procedures to ensure billing is processed appropriately.
5. Works with outside vendors to ensure quality services/control and billing accuracy.
6. Tracks, analyzes, and determines quarterly recycling savings for the District.
7. Addresses concerns relating to recycling and disposal with schools, other District facilities, and the Purchasing Department.

8. Conducts site visits to ensure quality customer service and to evaluate recycling consistency and performance. Examines waste receptacles for content and proper disposal of material and for appropriate usage and volume.
 9. Maintains daily written and verbal communication with refuse and recycling vendors to resolve problems at schools site and to coordinate resolutions.
 10. Monitors and verifies billing for numerous recycling companies; approves monthly invoices in Systems, Applications, and Products in Data Processing (SAP).
 11. Promotes the District's recycling program to areas performance zones, schools, principals, staff, and students.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Recycling Specialist involves supervising and coordinating the Clark County School District recycling program, vendor service, and billing to ensure performance in accordance with established policies, guidelines, NRS ordinances, and laws.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of city ordinances and Clark County School District and Operations Department policies, procedures, and guidelines.
2. Ability to delegate, assign, and manage tasks assigned to others.
3. Ability to fairly and logically handle and resolve conflict.
4. Knowledge of recycling vendors and common business practices with respect to contract pricing and capacity.
5. Knowledge of Microsoft Office software including ability to work effectively with Excel spreadsheets.
6. Knowledge of SAP and invoice systems.
7. Ability to coordinate recycling programs districtwide.
8. Ability to ensure the accuracy of details.
9. Ability to determine refuse/recycling capacity at various sites districtwide.
10. Ability to provide input into the evaluation of vendor performance and coordinate bid proposals with the Purchasing Department.
11. Knowledge of recordkeeping/business practices.
12. Ability to perform routine mathematical computations.
13. Ability to understand, explain, and apply written and oral instructions, practices, and procedures.
14. Ability to clearly communicate information, both verbally and in writing. Advanced knowledge of business English and spelling.
15. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, fax machines, etc.).

16. Ability to access, operate, and maintain various software applications; ability to read, update, and maintain various records and files; and ability to learn job-specific computer software applications.
 17. Ability to establish and maintain effective working relationships with District employees, vendors, and the general public.
 18. Ability to perform duties with a professional work ethic and cooperative attitude.
 19. Ability to work flexible hours or shifts, as necessary for the efficient operation of the department.
 20. Ability to learn and apply Operations Department practices, procedures, and regulations.
 21. Ability to work with and understand electronic records, electronic task lists, electronic workflows/approvals, and electronic calendars in addition to hard copy and paper records, schedules, approvals, and lists.
 22. Ability to plan, set priorities, and organize work.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency).
2. Associate's degree in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related field, and two (2) years experience working with refuse/recycling programs and/or in a business-related field; or, Four (4) years experience working with refuse/recycling programs and/or in a business-related field.
3. Safe driving record. Must be maintained for the duration of the assignment.

Software experience:

1. Minimum of two (2) years demonstrated experience working with spreadsheets in Microsoft Excel.
2. Minimum of two (2) years demonstrated experience working with electronic documents in Microsoft Word or similar program.
3. Minimum of two (2) years demonstrated experience working with integrated software systems (SAP/ERP or similar).

Licenses and Certifications

1. Level I in Microsoft Excel 2007. Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel 2007 Candidate Test Report administered by the Clark County School District or satisfactory passing score from other testing agencies authorized by the Clark County School District.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

Preferred Qualifications

1. Bachelor's degree in accounting, business, economics, jurisprudence, paralegal, finance, or other business-related field.
 2. Knowledge of refuse and recycling practices and related NRS ordinances.
 3. Knowledge of custodial practices.
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Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
 2. College transcript, if applicable.
 3. Copy of Level I Candidate Test Report Microsoft Excel 2007 issued by the Clark County School District or satisfactory passing score from other testing agencies authorized by the Clark County School District.
 4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 5. Copy of current driving history (dated within six (6) months from date printed) issued by the Department of Motor Vehicles.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Operations Department, schools, and other departments/divisions throughout the District, to include frequent travel to and from schools and other District facilities.

Work Environment

Strength

Sedentary/light – exert force to 25 lbs., occasionally; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision.

Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to occasional work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and disposal equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued vehicle/personal vehicle, various computers, printers, scanners, telephones, adding machines, copy machines, fax machines, filing cabinets/equipment, measurement device to measure refuse/recycling enclosures, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 01/26/21
- Created: 03/03/11