



OHIO
UNIVERSITY

**Classification and Qualification
Standards**

**Campus Recycling
Coordinator**

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Housekeeping and Food Service	Job Code: 12143 Grade: C	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the fully operation classification receives instructions in general terms, utilizes independent judgment within established procedures and guidelines, and refers some questions and problems to higher levels. This classification requires considerable knowledge of recycling procedures in order to assist with coordination of recycling activities within the University and surrounding community.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in coordinating and overseeing daily recycling activities.
2. Monitors recycling activities, identifies problems, and recommends solutions.
3. Prepares required documentation.
4. Ensures effective use, maintenance, and repair of recycling vehicles and equipment.
5. Researches, develops, and establishes recycling and waste reduction strategies.
6. Supervises, schedules, and trains student workers and community volunteers.
7. Prepares payroll, and maintains related budgets.
8. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of recycling procedures; strategy development*; research techniques; budget procedures*; and employee training and development. Skill in operation of computer. Ability to develop strategies; monitor recycling activities; and oversee vehicle and equipment maintenance and repair.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

12 mos. training or 12 mos. experience in recycling procedures. 3 mos. training or 3 mos. experience in research techniques. 3 mos. training or 3 mos. experience in employee training and development.
- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity