Recycling Coordinator

**Job Family:** Environmental Safety & Police Services

**Sub Family:** Sustainability & Recycling

**Career Track and Level:** TAS 2

**Job Code:** ENVSAFSECSUSRECTAS2  
**Job Series:** 25412  
**FLSA Category:** NON-EXEMPT

**Job Family**

**Environmental Safety & Police Services:** Maintains a safe and secure University campus. Monitors and mitigates potential risks to the campus. Conducts daily patrols of campus. Responds to disturbances. Enforces University rules and local, state, and federal laws. Develops health and safety procedures to ensure the well-being of the University community and visitors. Develops and implements recycling and sustainability programs. Directs transportation and parking services.

**Sub Family**

**Sustainability & Recycling:** Responsible for developing and implementing sustainability plans at the University by assessing current initiatives, implementing improvements, and determining resource allocations.

**Job Responsibilities**

- Serves as liaison regarding buildings, grounds, and minor repairs.
- Performs a variety of minor repairs, installation, and maintenance of supplies and equipment.
- Maintains inventory of supplies needed to maintain buildings and equipment.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skills/knowledge.
- May supervise or oversee the work of student employees.

**Impact and Complexity**

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.
Requirements

Knowledge of standard environmental safety and security policies, procedures, services, tools, and/or equipment in a field of specialization typically obtained by a high school degree or GED or equivalent and a minimum of 2 years related experience. An equivalent combination of education, training, and experience is acceptable. Specific knowledge, certifications, and licensure will apply at the position level.

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.