

RECYCLING ASSISTANT

(DPW-Operations Division)

THE PURPOSE: The person in this position assists with recycling programs and activities conducted by the City of Milwaukee in fulfillment of State mandated recycling criteria, administers the recycling compliance enforcement system, and assists with outreach and education programs to promote recycling in the City.

ESSENTIAL FUNCTIONS:

- Under supervision, administer the recycling compliance enforcement program; maintain records and reports on compliance actions; and provide recycling information and general guidance to owners and property managers of multi-family dwellings, businesses, schools, and institutions to assist with compliance.
- Assist in conducting a variety of recycling studies as well as collection, marketing and public relations programs.
- Obtain and compile data, and prepare records, reports, spreadsheets, and surveys related to recycling and solid waste programs.
- Prepare advertisements, press releases, brochures, and flyers; write and edit articles; and maintain website information for recycling activities and services.
- Develop and maintain partnerships with community groups and local organizations to provide recycling outreach to the community.
- Develop, coordinate, and present public education programs in waste reduction, recycling, composting, and household hazardous waste, and represent the City's Recycling Program at various community and special events.
- Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Environmental Science, Natural Resources, Public Administration, or closely related field.
 - **NOTE:** *Equivalent combinations of education and experience may also be considered.*
2. Valid driver's license at time of appointment and throughout employment.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- One year of experience in recycling, solid waste management, or other environmental field.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- Knowledge of current principles and practices of waste reduction, solid waste management, and recycling, including terms, systems, and procedures.
- Knowledge of State of Wisconsin recycling requirements.
- Knowledge of marketing and promotion concepts and practices.
- Knowledge of computer applications such as the Internet and word processing, spreadsheet, and database software.
- Ability to prepare and maintain accurate reports and records.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Oral communication skills.
- Ability to make presentations to community organizations, schools, private employers, and the public.
- Ability to establish and maintain cooperative relationships with department staff, community groups, schools, and volunteers.
- Ability to organize and coordinate multi-faceted tasks and projects.
- Ability to exercise independent judgment and initiative.

THE CURRENT ANNUAL SALARY RANGE (530) IS: \$39,094 to \$44,257.