

*Wright State University*  
**BARGAINING UNIT JOB SPECIFICATION**  
*Recycling Coordinator (RECYC)*

**I. JOB INFORMATION**

**Job Title: Recycling Coordinator (RECYC)**

**Job Class: 75040 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs duties associated with the Recycling industry.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- **Collect recyclable materials from each building to transfer to a central location. Prepares, bails, and loads used cardboard and recyclable materials. Ensures waste stream component separation by monitoring the content of incoming refuse and perform sorting as required.**
- **Files data provided concerning refuse volumes for recycling and landfill. Arranges with landfill and recycling contractors to determine appropriate pick up frequencies. Arranges container distribution with custodial staff.**
- **Coordinates recycling activities with the campus and surrounding community. Assists in defining materials in the waste stream to recycle. Assists in the development of methods for marketing the recycling program.**
- **Assists in the development of plans for recycling and other waste reduction. Assists and ensures that aesthetics, convenience, accessibility, high diversion rate and easy maintenance are achieved. Assists in the development of standards for collection containers, storage areas, methods of collection within and outside of buildings for the purpose of enhancing safety and health policies, convenience, accessibility and aesthetics.**
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*Note: This is not an inclusive list of duties and responsibilities.*

**IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

A high school diploma or equivalent, and/or one year of commercial, industrial, medical or educational custodial work experience is required. Ability to operate a forklift and other related equipment is required. Must have excellent communication skills. Must be able to read, write and comprehend common vocabulary.

**V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), high climbing, bending, working in awkward positions handling equipment and materials. Any combination of overtime, shift work, weekend and holiday work may be required. There may be frequent exposure to extreme temperatures and/or weather conditions.

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment.

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.
- A Forklift Operator license/certification is required within sixty (60) days of employment in this position. The license/certification that pertains to this job must be obtained after initial employment or promotion. In the case of initial employment, failure to obtain said license/certification within the time limits stated shall result in separation from the University. In the case of promotion when the license/certification should have been obtained within one year of entry into the position, the affected employee shall be returned to their former bargaining unit position and shall displace the bargaining unit employee holding their former position. If the required license/certification should have been obtained more than one year after entry into the position, the affected employee shall be separated from the University.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*