

The University of Akron
Classification Specification

Job Title:	Recycle Supt	Job Code:	45272
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Non-Exempt
SOC Description:	5000 Facilities Management Division	Date:	3/11

Job Summary:

Administer, plan, prepare, and implement the University's recycling program ensuring compliance with the recycling codes, procedures, rules, and regulations. Prepare written reports, contract specifications, and is responsible for the records management. Oversee the student and assigned hourly workforce, work with the local community, Environmental Akron, etc., to coordinate recycling activities and programs. Supervise the collection and disposal of University waste, and provide education to the University community, including students, faculty, and staff on the importance of recycling and source reduction.

Essential Functions:

Develop, promote, and coordinate the refuse waste reduction and recycling operations, programs, and activities. Research and evaluate various refuse collection and recycling systems, identifies problems, and recommends solutions. Maintain records and makes periodic reports about volume and type of recycling activity.

Consult and meet with customers, schedules, documents, and coordinates the daily collection, handling, and delivery of recyclable material from campus locations. Develop contract specifications for refuse and recycling.

Operate collection vehicle and runs route, coordinates loading and marketing of recyclable materials, and acts as Supervisor during the absence of the Superintendent of Special Services.

Promote recycling, green initiatives and serves on various committees such as Earth Day, Blue Gold and Green and works with the University Staff and student organizations to attain recycling goals. Act as the University representative/liason to Summit County Waste Management and/or other organizations.

Process requisitions, stores and issues equipment necessary for recycling operation and safety. Performs routine inspections on collection barrels, carts, dumpsters, and other department equipment. Ensure effective use, maintenance, and repair of recycling vehicles and equipment.

Provide supervision, training, and direction for students, community volunteers, and assigned hourly workforce. Inspect employees work, maintain employee records, perform evaluations, and enforce compliance with safety procedures and codes. Perform other related duties as assigned.

Education:

Requires high school diploma or GED.

Licenses/Certifications/Requirements:

Must possess a valid CDL and Class B driver's license and be able to obtain forklift operator's license.

Experience:

Requires a minimum of 2 years custodial and grounds experience and one year of supervisory experience. Prefer one year experience of custodial work in a commercial, industrial, medical or educational work environment. Knowledge of recycling procedures, programs, the development and implementation of waste reduction, methods, principles, practices and equipment required. Excellent oral and written communication skills required. Ability to coordinate programs, work in a fast paced environment, and utilize new technology required. Good computer skills including word processing, spreadsheet, and relevant software required. Knowledge of University policies and procedures required. Knowledge of recycling procedures: strategy development; research techniques, budget procedures, and employee training and development required. Ability to operate a forklift and other related equipment is required

Leadership:

Functional guidance over nonexempt staff including general scheduling, assigning tasks and monitoring work activities.

Physical Requirements:

Extremely strenuous, with frequent physical exertion such as the lifting of very heavy items (more than 75 lbs.), deep bending, crawling, climbing and/or working in difficult or cramped positions for extended periods (more than 1/3 of the time).

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.

Working Conditions:

Routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, noise and air pollution. May involve routine/occasional exposure to light chemical substances or hazards (radiation, chemicals, diseases, heights and moving parts).

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