

RECYCLING AND WASTE MANAGEMENT COORDINATOR

Duties:

1. Prepares bid specifications for recycling and refuse removal.
2. Coordinates training of recycling procedures.
3. Implements new procedures as mandated by state, federal, and local legislation.
4. Monitors waste handling techniques to insure maximum efficiency and cost containment and makes recommendation to custodial foreman.
5. Maintains refuse collection and recycling budget.