

RECYCLING/CENTRAL GARAGE COORDINATOR
(Town of Yorktown)

GENERAL STATEMENT OF DUTIES: Coordinates and develops Town recycling program and oversees automotive fleet within the central garage; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Town Supervisor, position performs a dual function for municipality. Position responsible for the development and management of a program for recycling materials which include newspapers/magazines, leaves, kitchen refuse and bulk trash pick-up. In addition, performs general managerial responsibilities relating to the automotive fleet housed in the Central Garage. Supervision is a responsibility of this position and is exercised over subordinate employees (i.e.: automotive mechanic foreman, automotive mechanic).

EXAMPLES OF WORK: (Illustrative Only)

Develops and manages Town recycling program;

Coordinates and supervises all daily recycling operations;

Manages the operations of a recycling system which includes materials pick-up collection site and material disposal activities;

Plans work schedules;

Makes recommendations for equipment purchases to aid in future recycling expansion;

Writes bulletins, flyers to address recycling program objectives;

Meets with the public in order to disseminate information concerning the recycling program;

Manages and supervises central garage operations and personnel;

Confers with foreman on maintenance and repair work activities;

Develops long range plans to eliminate and purchase equipment and vehicles for the central garage;

Develops and oversees a preventive maintenance program;

Maintains warranties, licenses and registrations for all vehicles;

Provides budget recommendations for both operations to Town Supervisor.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of supervision; working knowledge of management practices and procedures; working knowledge of theory and practice of recycling; working knowledge of maintenance and operation of motor equipment; ability to communicate effectively both orally and in writing; initiative; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree and four years experience with responsibility for each of the following: program development, operation, evaluation and budget, including two years of supervisory experience; or (b) eight years of work experience, which must include four years experience with responsibility for each of the following: program development, operation, evaluation and budget, including two years of supervisory experience.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle operators license.