

# **REFUSE COORDINATOR**

## **DEFINITION STATEMENT**

Under general supervision of Director of Public Works, employee completes hands-on tasks and performs a variety of duties associated with the City Refuse and Recycle programs. Employee will complete hands-on tasks and provide administrative, monitoring, coordinating, and documentation services to ensure the efficient and effective operation of all components of refuse and recycle, including the yard waste site, the bulky-item drop-off, and the recycle collection and transport.

## **DUTIES – EXAMPLES OF WORK**

Employee will ensure recycle containers are properly segregated and transport them to the proper handling facility. Employee will schedule, coordinate, and sometimes substitute for part-time assistance at the yard waste disposal site to ensure all hours of operation are staffed, and will track quantities and types of materials collected and transported. Employee will collect fees and provide assistance to those persons using the bulky item drop-off site. Employee will respond to customer and City issues concerning trash and recycle containers by picking-up, delivering, and otherwise correcting problems. Employee will attend seminars, meetings, and/or conferences as a representative of the City of Excelsior Springs Recycle Program. Employee may be required to respond to emergencies and or assist with the operations of other departments within the Public Works Department. This is only an “example” of work duties, employee will be expected and required to perform other job-related duties as assigned by their supervisor.

## **QUALIFICATIONS & EXPERIENCE**

Employee will have the skills and experience necessary to safely, efficiently and effectively operate a variety of office equipment, vehicles and equipment that are pertinent to the job tasks. Employee will have excellent mathematical skills and the ability to manage cash transactions. Must be able to effectively communicate and cooperate with other employees, other City departments, Department Heads, Officials, other State and Local entities and the general public, through exceptional written and oral communication skills.

## **TRAINING & SPECIAL REQUIREMENTS**

Employee must have a High School diploma or equivalent, and have a minimum of four (4) years experience working with and/or within a customer service oriented environment. Employee must have a valid Commercial Drivers License (CDL), Class “B” or higher, with the aptitude to obtain a Class “A” within 6 months of employment, and a safe driving history, and access to personal transportation.

Full Time: Non-Exempt

Salary Range: \$3,122.13 - \$3,496.79 Monthly

Grade E

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