

Facilities Job Function

Landscape Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
57E	Recycling and Waste Management Manager	Bachelor's degree or equivalent preferred 5+ years experience in waste management	<ul style="list-style-type: none"> • Designs, implements and oversees rubbish, recycling and composting • Plans, negotiates and administers annual budget for solid waste and recycling • Administers master recycling and waste management contracts • Represents the University's or Department's interests with City offices or business organizations • Ensures compliance with state and city regulations • Communicates recycling specifications • Hires, trains and evaluates drivers. 	<p>IMPACT Moderate impact on operations, resources, or University's reputation</p> <p>SCOPE Provides comprehensive management for waste management and recycling services at a large facility or for multiple locations</p>	<p>RECEIVED Under General Direction: Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p>GIVEN Supervises: Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

NOTE:

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion