

Recycling Specialist

Position Details

Class Code: 8020

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, oversees, and monitors districtwide refuse and recycling programs in accordance with Clark County School District (CCSD) guidelines and Nevada Revised Statutes (NRS) ordinances.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises districtwide refuse and recycling programs ensuring they comply with CCSD guidelines and NRS ordinances.
2. Monitors the work of program-related staff to support districtwide refuse and recycling initiatives.
3. Demonstrates proficiency in using computer software programs (i.e., Microsoft Access, Excel, and Word).
4. Trains program-related staff to understand and implement CCSD and Operations Department policies and International Organization for Standardization (ISO) procedures; to ensure billing is processed appropriately.
5. Works with outside vendors to ensure quality services/control and billing accuracy.
6. Tracks, analyzes, and determines CCSD's quarterly recycling savings.
7. Addresses concerns about recycling and disposal with schools, CCSD facilities, and the Purchasing Department.

8. Conducts site visits to evaluate and ensure quality customer service, recycling consistency, and performance; examines waste receptacles for content and proper disposal of material and for appropriate usage and volume.
 9. Maintains communication with refuse and recycling vendors on a daily basis to resolve issues at school sites and coordinates resolutions.
 10. Monitors and verifies billing for multiple recycling companies; approves monthly invoices in *Systems, Applications, and Products in Data Processing (SAP)*.
 11. Promotes the CCSD's recycling program to areas, performance zones, schools, principals, staff, and students.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves supervising and coordinating the CCSD recycling program, vendor service, and billing to ensure performance is in accordance with established policies, guidelines, NRS ordinances, and laws.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of city ordinances and policies, procedures, and guidelines for the CCSD and Operations Department.
2. Knowledge of recycling vendors and the common business practices with respect to contract pricing and capacity.
3. Knowledge of Microsoft Office software, including the ability to work effectively with Excel spreadsheets.
4. Knowledge of SAP and invoice systems.
5. Knowledge of recordkeeping and business practices.
6. Knowledge of business English and spelling; ability to clearly communicate contract language and information, verbally and in writing.
7. Ability to assign, delegate, and manage tasks assigned to others.
8. Ability to handle and resolve conflict in a fair and logical manner.
9. Ability to coordinate recycling programs districtwide.
10. Ability to ensure the accuracy of details.
11. Ability to determine refuse and recycling capacity at multiple sites districtwide.
12. Ability to provide input into the evaluation of vendor performance and coordinate bid proposals with the Purchasing Department.

13. Ability to perform routine mathematical computations.
 14. Ability to comprehend, explain, and implement both written and verbal instructions, practices, and procedures.
 15. Ability to operate basic office equipment (computer terminals, printers copiers, telephone systems, fax machines, etc.).
 16. Ability to access, operate, and maintain various software applications; ability to read, update, maintain various records, files, and the ability to learn job-specific computer software applications.
 17. Ability to establish and maintain effective working relationships with CCSD employees, vendors, and the general public.
 18. Ability to perform duties with a professional work ethic and a cooperative attitude.
 19. Ability to work flexible hours or shifts, as necessary for the efficient operations of the department.
 20. Ability to learn and implement Operations Department practices, procedures, and regulations.
 21. Ability to learn and work with electronic records, task lists, workflows, approvals, and calendars; in addition to hard copy and paper records, schedules, approvals, and lists.
 22. Ability to plan, set priorities, and organize work.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Educational Development [GED], foreign equivalency, etc.).
2. Associate's degree in Accounting, Business, Economics, Jurisprudence, Paralegal, Finance, or other business-related field, and two (2) years' experience working with refuse and recycling programs and/or in a business-related field; or, Four (4) years' experience working with refuse and recycling programs and/or in a business related field.
3. Minimum of two (2) years demonstrated experience working with spreadsheets in Microsoft Excel.
4. Minimum of two (2) years demonstrated experience working with electronic documents in Microsoft Word or similar program.
5. Minimum of two (2) years demonstrated experience working with integrated software systems (SAP/ERP or similar).

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six [6] months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.
4. Level I, in Microsoft Excel 2007; Verification must be obtained by receiving a minimum passing score of 75% on the Level I Excel 2007 Candidate Test Report administered by CCSD or satisfactory passing score from other testing agencies authorized by CCSD.

NOTE: Excel certifications must follow specific guidelines in order to be considered in your application or Qualified Selection Pool (QSP) placement:

<https://www.vegaspbs.org/workforce-education/workplace-testing/>

Preferred Qualifications

1. Bachelor's degree in Accounting, Business, Economics, Jurisprudence, Paralegal, Finance, or other business-related field.
 2. Knowledge of refuse and recycling practices and related NRS ordinances.
 3. Knowledge of custodial practices.
-

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six [6] months from date printed) issued by the DMV.
 5. Safe driving record.
 6. Copy of Level I Candidate Test Report Microsoft Excel 2007 Certificate issued by CCSD or satisfactory passing score from other testing agencies authorized by the CCSD.
 7. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

CCSD Operations Department, schools, departments/divisions; to include frequent travel to and from schools and CCSD facilities.

Work Environment

Strength

Sedentary/light – exert force up to 20 lbs., occasionally; 10lbs., frequently; negligible force, constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to occasional work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and disposal equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

CCSD-issued vehicle/personal vehicle, various computers, printers, scanners, telephones, calculators, copiers, fax machines, filing cabinets/equipment, measurement device to measure refuse and recycling enclosures, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/29/25
- Created: 03/03/11