

Information and Operations Coordinator

UT Recycling, CAC AmeriCorps

Last Updated: May 2018

Service Site Summary: UT Recycling's goal is to convert the University of Tennessee, Knoxville into a Zero Waste institution by diverting 90% (or more) of all waste from the landfill through reducing, reusing, recycling, and composting. In addition to waste reduction and waste diversion, UT Recycling routinely educates students, staff, and faculty about sustainable lifestyle practices. Our dynamic team of staff, students, and AmeriCorps members work to reduce waste, increase environmental practices, and engage the UT community in sustainability.

Service Position Summary: The Information and Operations Coordinator is an active and rewarding full-time service position at UT Recycling. In collaboration with the Recycling Manager and other team members, this person will coordinate the efficient collection and processing of recyclable materials on campus. Additionally, they will manage a team of motivated student workers, oversee the gathering and analysis of data, and ensure that operation requests are fulfilled in a timely manner. This position provides an invaluable opportunity to gain experience in recycling, management, provision of environmental services, and operations. The service member in this role provides integral support to the mission of UT Recycling and helps make the university campus a more sustainable and efficient institution.

Primary Functions of Position:

- Track waste, recycling, composting, and reuse totals and prepare weekly, monthly, and annual reports
- Prepare purchase and receiving documents for equipment and supplies
- Ensure timely billing of auxiliaries for waste collection services on campus
- Oversee the Public Recycling Drop off
- Respond to recycling service requests and track of time, materials and costs in Archibus
- Coordinate the proper processing of Universal Waste materials such as batteries, lamps, and ballasts
- Oversee the collection and processing of pallets, electronics, and other miscellaneous recyclables
- Manage the organization and inventory of the recycling warehouse
- Recruit, hire, train, and supervise student workers responsible for recycling information, and material collection and processing
- Coordinate special projects and find outlets for reusable and hard-to-recycle materials
- Assist with the planning and implementation of environmentally oriented campus events, including Zero Waste Game Day, RecycleMania, and Earth Month.

Principal Working Relationships:

- Recycling Manager (supervisor) and other Facilities Services staff
- UT Recycling staff and AmeriCorps team members
- UT Knoxville faculty, staff and students
- Members of the general public

Required Knowledge, Skills and Abilities:

- Able to work independently and generate ideas for increasing recycling

- Able to work outdoors in heat or cold for long periods of time
- Able to drive large vehicles such as large pickup trucks (F-250) and dump trucks
- Capable of working with people from diverse backgrounds
- Solid organization and leadership skills
- Commitment to honesty, excellence and professionalism
- Strong interest in environmental education and resource conservation
- Must provide own transportation to and from campus
- Knowledge of data gathering and analysis
- Experience with team management and supervision

Service Conditions:

AmeriCorps member will work both indoors and outdoors in all types of weather. Some evening/weekend hours will be necessary for events, and some will be long hours such as during football games.

Physical Demands: Sitting; standing; walking; driving; lifting, pushing, pulling and carrying (up to 40 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; exposure to pet dander and waste, plant pollens, and dust; exposure to various colognes/perfumes, fumes from printing cartridges and dust from stored supplies; exposure to noise/vibration from office machines and passing vehicles and trains

Equipment/Tools/Software Used:

Forklift

Pallet Jack

Pickup trucks and dump trucks

Microsoft office & Google sheets

Archibus (will receive training)