

COMPETENCY PROFILE:

RECYCLING COORDINATOR

ROLE OVERVIEW

Recycling coordinators supervise the implementation of recycling programs in an organization. They may provide technical, operational, and advisory services for waste reduction, recycling, diversion, and management.

There are many opportunities for recycling in Canada (and beyond), and recycling coordinators must be aware of them. Recycling coordinators come from various backgrounds, but they all share a commitment to environmental sustainability and lessening the impact of society's consumption on the environment.

ALSO KNOWN AS:

- Recycling Specialist
- Community Recycling Coordinator
- Recycling Management Specialist
- Recycling Development Coordinator
- Recycling Operations Manager
- Recycling Program(me) Manager

NATIONAL OCCUPATIONAL CLASSIFICATION:

- 41400 – Natural and applied science policy researchers, consultants, and program officers

EDUCATION AND EXPERIENCE

- A bachelor's degree in environmental policy, science, or technical disciplines related to sustainable waste management is essential. Relevant areas include environmental studies, environmental engineering, sustainability, waste management, or public administration with an environmental focus.
- A few years of experience in recycling, waste management, environmental policy, or related fields is typically necessary, particularly in municipal or corporate waste management programs, providing valuable insights into the operational, developmental, and engagement aspects of recycling and sustainability practices.
- While optional, waste management, sustainability, or environmental compliance certifications are beneficial and are offered by environmental organizations, waste associations, or government agencies, deepen understanding of recycling technologies, hazardous materials management, and environmental regulations.
- Strong organizational, communication, and analytical skills. Proficient in developing and implementing recycling programs, monitoring and reporting performance, engaging with communities and stakeholders, and staying informed on waste reduction best practices. Data analysis and reporting proficiency are crucial for assessing program effectiveness.
- The recycling and waste management sector is ever-evolving, marked by new technologies, materials, and regulatory changes, such as a commitment to ongoing education and flexibility in adapting their programs to remain effective and compliant with current standards.

TECHNICAL



Budget and Cost Management

Develops/supports comprehensive plans to create, monitor, and evaluate operational budgets and costs to account for all recycling project activities and spending so that operations are financially sustainable.

- Documents cost of recycling program operations and budget metrics to report potential profits and losses to external stakeholders and internal decision-makers.
- Identifies budgetary gaps to address options for filling gaps between available and required funds.
- Monitors the recycling operating costs and budget metrics of site processes, procedures, and performance to ensure viable operations.
- Provide senior leadership with information for developing a cost management plan to establish procedures and documentation for managing recycling program costs and yearly budgets.

Data Analysis

Applies recognized statistical tools and techniques to interpret and analyze data to uncover trends, patterns, and opportunities, enabling strategic decision-making and improving recycling programs.

- Applies advanced qualitative data analysis techniques to determine the recycling program's characteristics, trends, and impacts.
- Collects baseline and trend data on recycling program operational metrics to develop insights and report on crucial sustainability performance indicators.

- Identifies data inconsistencies, errors, or reliability in recycling procedures to take appropriate action to remedy or recreate data.
 - Seeks feedback from other technical specialists to confirm interpretations and ensure methods and results adequately address the objectives of the recycling programs.
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Recycling Program Development

Develops a plan of action for an organization's recycling program objectives to clearly define the scope, risks, goals, and critical success factors to provide guidance and develop effective programs.

- Participates in strategy sessions to develop and implement new recycling management initiatives.
 - Works with senior leadership to develop a year-long program plan to create actionable items and track deliverables.
 - Contributes to a multi-disciplinary team to plan, implement, and execute recycling management work to facilitate further activities and development.
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Program Evaluation

Monitors program success by evaluating established metrics and seeks stakeholder input to create comprehensive reports to communicate the program's standing and status.

- Monitors recycling programs' operating data to ensure statistics are tracked accurately.
 - Prepares regular program reports to communicate successes, failures, and the status of deliverables.
 - Review critical metrics to ensure they continue to meet program objectives.
 - Communicate with stakeholders to ensure the recycling program meets their goals and seek additional improvement.
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Quality Assurance and Control

Follows appropriate processes, as directed by organizational best practices, to ensure quality is maintained throughout recycling management operations.

- Applies statistical techniques and calculations to monitor and track the acceptability of quality control results.
 - Monitors the execution of recycling project activities to assess the performance of team members and project quality.
 - Educates personnel on recycling program processes to ensure maximum compliance with program procedures.
 - Reports on discrepancies between objectives and results to ensure the recycling program can achieve objectives.
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Report Writing

Reports on recycling program outcomes to showcase successes and areas for possible improvement.

- Provide oral and written, to decision-makers to ensure they have relevant information to support the recycling program.

- Ensures organizational personnel are aware of program outcomes to build more significant support for the program.
- Ensures organizational personnel are aware of areas for improvement so that greater compliance with program procedures is achieved.
- Documents program operations costs and budget metrics to report potential profits and losses to external stakeholders and internal decision-makers.



Communication

Positively directs outcomes by delivering communication that better understands goals and objectives, captures interest, and gains support for immediate action.

- Use non-technical language to communicate effectively with team members of all experience levels.
- Acts as a subject matter expert to respond to sustainability-related questions from investors and stakeholders.
- Actively participates in or leads team discussions to generate ideas and solutions, solve problems, and improve organizational performance.
- Contributes to inter/intra-departmental teams to generate ideas and solutions, solve problems, and improve organizational performance.

Problem-Solving

Identifies problems and uses logic, judgment, and evidence to evaluate alternative scenarios and recommend solutions to achieve a desired goal.

- Analyzes operational data to evaluate operations, understand trends, and identify potential areas of concern, taking appropriate action where required.
- Approaches recycling problems with a balance of logic and creativity to develop innovative solutions.
- Considers the impact on the organization and environment when analyzing specific project objectives and goals.

Personal Management

Hires, schedules, trains, evaluates, and oversees staff to build and foster a team of effective workers.

- Schedules personnel to cover necessary positions to meet the recycling management program goals and improve processes where possible.
- Hire qualified personnel to expand or fill a team of skilled workers.
- Trains staff/workers in job duties, safety procedures, and company policies to establish performance expectations. Larger companies may liaise with a training manager to ensure the standard is met.
- Supervises and evaluates the performance of recycling management personnel to foster growth and personnel development.
- Maintains personnel records to keep track of each employee's performance and measure the team's efficiency.



Health, Safety and Environment (HSE) Compliance

Carries out inspections, remedial action on site, and reporting to ensure that the operation complies with regulatory requirements, internal policies, and procedures, as well as client expectations.

- Participates in the process of opening and monitoring HSE files for non-compliance to ensure that remedial action is taken to resolve issues.
- Determines recycling facilities' operational baseline metrics and performance variations to benchmark against future configuration and analysis.
- Identifies risk factors associated with recycling activities to devise appropriate and responsible safe practices to ensure the health and safety of all parties.
- Establishes safeguards and best practices within a project team to align recycling practices with organizational health and safety plans to ensure team member safety.

Regulatory Compliance

Adheres to specific recycling-related regulations, codes, and legislation within a defined jurisdiction to ensure the health and safety of others and the environment.

- Obtains relevant licenses to collect, store, and sell recycling materials.
- Identifies and evaluates all recycling system requirements to meet applicable codes, standards, and regulations.
- Integrates legislation developments into current and upcoming projects to ensure that programs are completed to the standard required.
- Ensures compliance with current legislation in the transportation, handling, and disposal of waste to minimize the environmental impacts of waste.



Environmental Management Systems

Evaluates the sustainability of an organization's policy(s) to develop suitable alternatives to support sustainable business practices.

- Collates research into recycling best practices with stakeholder feedback to identify the effectiveness of existing policies.
- Encourages feedback from stakeholders to assess the content of policy changes to further continuous improvement of recycling programs and practices.
- Recommends valid policy alternatives based on developing research to keep recycling practices current.
- Develop recycling management and operational plans to identify possible policy initiatives and recycling program deliverable options.

This profile is a living document. If you have any feedback or would like to help us improve the profile, please reach out to research@eco.ca.