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## OPS ENVIRONMENTAL SPECIALIST II

[Begin Application Process](#)**Req No: 37960022-51310063-20160810130008****Agency Name: Environmental Protection****Description:****Working Title:** OPS ENVIRONMENTAL SPECIALIST II**Broadband/Class Code:** 19-2041-02**Position Number:** 37960022-51310063**Annual Salary Range:** \$17.53/hour**Announcement Type:** Open Competitive**City:** TALLAHASSEE**Facility:** BLAIRSTONE DEP COMPLEX**Pay Grade/ Pay Band:** BB008**Closing Date:** 8/22/2016

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### Division of Waste Management Recycling Program

**DESCRIPTION**

This position requires a self-motivated individual who can work independently in the State of Florida Office Recycling Program. This position will work a maximum of 20 hours per week. Duties may include, but are not limited to: promoting and providing education and technical assistance for recycling and waste reduction in state agencies and universities, including assistance in developing a plan for recycling program roll-outs, maintenance, infrastructure and procurement (buying recycled content products) and creating green teams within those agencies. This position will become the state recycling liaison providing assistance relating to recycling education enhancement and training and will be responsible for establishing working relationships with other agencies. In addition, this position is responsible for notifying and training the public sector on how to report the recycled materials tonnage using Re-TRAC (the web-based reporting system designated as the Department's preferred method for reporting).

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of Recycling, Waste Reduction and Solid Waste Regulations.

Knowledge about developing and/or managing projects.

Skilled in usage of personal computer software (Microsoft Office).

Ability to collect and evaluate data.

Ability to communicate effectively both orally and in writing.

Ability to plan, organize and coordinate work assignments.

Ability to work independently without close supervision.

Ability to work with staffing or directing committees.

**LICENSURE, CERTIFICATION, OR REGISTRATION REQUIREMENTS**

Bachelor's degree with a major in engineering or one of the natural sciences preferred.

**EFFECTIVE** 7/01/02

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer and does not tolerate discrimination or violence in the workplace.

Applicants requiring a reasonable accommodation, as defined by the Americans with Disabilities Act, must notify the agency hiring authority and/or People First Service Center (1-877-562-7287). Notification to the hiring authority must be made in advance to allow sufficient time to provide the accommodation.

The State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

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