

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Environmental Waste/Recycling Technician I  
Code: 14432  
Salary Grade: 52  
FLSA Status: Non-Exempt  
Department/Division: Environmental Health, Safety and Risk Management  
Reports To: Coordinator or Specialist as assigned by Division Manager

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## *Summary*

- Function: To provide solid waste and recycling collection, transport and processing services for the tri-campus community.
- Scope: Responsible for the collection of all outdoor solid waste and recycling material and transporting to appropriate containers for disposal or recycling. Assists the division in collection and packaging universal waste (light bulbs, batteries, etc.) for recycling at all campus locations.

## *Duties*

- Typical:
  1. Perform collection of solid waste and recyclable materials from outdoor campus bins and receptacles. Replace plastic bags in the bins as required and transport waste and recyclable materials to appropriate holding or transport containers for off campus disposal or recycling.
  2. Assist with performing routine audits as directed by assigned supervisor to monitor waste and recyclable material generation.
  3. Participate in special collection projects such as library book recycling, sensitive document collection for shredding, UTSA brochure collection for recycling.
  4. Collect universal waste, cardboard, scrap metal, and toner cartridges, as well as assist with the salvage of precious metals from campus projects for recycling.
  5. Clean and relabel containers as needed. Keep collection sites and work areas clean and clutter free. Maintain and inspect assigned UTSA vehicles.
- Periodic:
  1. May participate in Spill Prevention Control and Countermeasures (SPCC) / Spill Prevention and Response Plan (SPRP) activities and drills for oil-based products / aquifer protection as trained, qualified and directed by the division management.
  2. Attend meetings and workshops to keep up-to-date on new environmental, recycling and solid waste management techniques; and changes to applicable codes and regulations.
  3. Assist in providing general safety, health and environmental management training

to UTSA personnel as directed by supervisor.  
4. Performs other duties as assigned.

**Education**

Required	Preferred
High School Diploma or GED.	One or more years of college-level science classes.

**Other**

Required	Preferred
Requires a valid Class C Texas Driver’s License or ability to obtain one within 30 days of hire and a criminal background check (CBC).	N/A

**Experience**

Required	Preferred
6 months of work experience in warehousing, grounds keeping, housekeeping, sanitation, waste management, or recycling.	N/A

**Equipment**

Required	Preferred
Basic skills with use of a personal computer, laptop or mobile devices.	Will use a respirator if qualified and trained as a participating member of the SPCC oil-based spill response team.
Must be able to operate a variety of vehicles / heavy equipment to include: motorized carts; light trucks; tractor, backhoe; and forklift as well as operate compactors, hand jacks, and power tools.	
Use of personal protective equipment to include specialized gloves, eye protection, safety shoes and hard hats as required.	

**Working Conditions**

Usual	Special
Must be able to lift up to 40 lbs with or without accommodation.	Occasional weekend duties. Travel between UTSA campuses. Emergency response and

	preparedness operations as required, qualified and trained.
Position requires extended periods of time lifting, walking, standing, pushing, kneeling or bending.	May have occasional exposure to bees, wasps and other biting insects near outdoor waste and recycling bins.
Exposure to hazards associated with mechanical equipment or power tools.	
Exposure to extreme weather conditions.	

***Supervision***

<b>Received</b>	<b>Given</b>
General supervision received from Coordinator or Specialist as assigned by Division Manager.	None.
May receive work assignment direction from higher level technician in absence of supervisor.	

***Accuracy***

Proficiency in all phases of the duties performed.
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***Security Sensitive***

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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***Internal Control***

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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