

Solid Waste Recycling Specialist Job Description

This full-time position is in the Erie County Department of Environment and Planning's office in Buffalo, NY. After an initial orientation period one day per week may be worked from home, provided all conditions of the work from home agreement are met.

The main responsibilities of the position include:

- Coordinating public facing waste collection events, including household hazardous waste and conditionally exempt small quantity generator programs (75%), including:
 - Interfacing with institutions, public, and contractors, including:
 - Securing permits for events
 - Managing contracts with private sector disposal companies
 - Monitoring the telephone information line
 - Providing all required compliance data for the events to the New York State Department of Environmental Conservation
 - Conducting outreach to municipalities and the public on the programs
 - Contributing to social media and website content
 - Interfacing with the County's two Solid Waste Management Boards on waste-related programs and questions
 - Recruiting and supervising volunteers and interns
- Coordinating recycling, waste handling procedures, and waste reduction programs in County-owned facilities with other departments (25%), including:
 - Conducting outreach to new employees
 - Providing assistance to County departments with New York State Department of Environmental Conservation regulations
 - Participating in the County Green Team and Core Green Team – and managing waste programs created by those teams
 - Answering questions regarding waste reduction and recycling compliance issues/question for County departments, businesses, and public

Other notes regarding the position

- Travel and overtime expectation:
 - Typically attend two statewide conferences annually.
 - Approximately 6-8 weekend events per year and 6-10 evening events per year.
- Encouraged to participate in regional and state-wide waste organizations

Minimum requirements

- Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and
- Two (2) years of professional, technical, administrative or management experience related to solid waste management, at least one (1) year of which involved industrial or community recycling responsibilities.
- NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirement
- NYS driver's license

How to Apply

- Applications are due by close of business on Monday September 21, 2026
- For details of how to apply visit this website [Solid Waste Recycling Specialist | Job Details tab | Career Pages](#)