

Facilities Management

Recycling

Waste minimization and diversion



Facilities Management

COMPETENCIES, SKILLS, AND KNOWLEDGE ARE CUMULATIVE AS STAGES PROGRESS. *Career paths in this group may be customized at each stage for specific departments or areas and for specific projects within those departments or areas.*

Organizational Values: **Examples.....Public Contact, Help others, etc.**

First Stage - Emerging	Second Stage - Proficient	Third Stage - Advanced	Fourth Stage - Expert
<p>TYPICAL WORK:</p> <ul style="list-style-type: none"> Performs basic recycling duties including collection, sorting, baling, transporting and packaging, of recyclable materials. 	<p>TYPICAL WORK:</p> <ul style="list-style-type: none"> Demonstrated proficiency with basic recycling techniques including: schedules, routing, commodity identification. Demonstrated proficiency with performance of special project work (Move-in/move-out, football games, etc.). Demonstrated proficiency with sorting. Demonstrated knowledge of pick-up routes, safe truck/equipment operation. 	<p>TYPICAL WORK:</p> <ul style="list-style-type: none"> Increasing proficiency and progressive knowledge with collection and processing techniques and equipment including: vehicle and baler operation, recycle processes, equipment care, and material recycling technology. Demonstrated proficiency in recycling equipment cleaning techniques including chemical dilution and inspections. Anticipates and solves problems on the job. Responds to customer questions with knowledge of recycling principles / practices. 	<p>TYPICAL WORK:</p> <ul style="list-style-type: none"> Conducts inspections of recycling processes. Conducts inspections of waste management deficiencies. Fills in when the Supervisor is absent to assign work and addresses business needs. Provides customers with advanced information, answers questions and provides simple presentations and training. Knowledge of UVa Policies/Procedures
<p>KNOWLEDGE AND EDUCATION</p> <ul style="list-style-type: none"> 0-2 years related experience Ability to obtain a Virginia Driver's License within 60 days of hire 	<p>KNOWLEDGE AND EDUCATION:</p> <ul style="list-style-type: none"> 2 years minimum experience with one year at Uva Recycling. Completion of one basic development course; (Basic Computer Skills, etc.). Two out of three Tier 1 SkillSoft classes (Introduction to Green Business and Sustainability, Team and Customer Relationships or Creating and Sustaining a Customer-focused Organization). 	<p>KNOWLEDGE AND EDUCATION:</p> <ul style="list-style-type: none"> Completion of Essential Workskills 4 years minimum experience with two years at UVa. Completion of one additional development course; (Advanced computer course, customer service). Two out of three Tier 2 SkillSoft classes (Planning Sustainability Strategies, Building the Service Foundation or Improving Communication in Cross-Cultural Relationships). 	<p>KNOWLEDGE AND EDUCATION:</p> <ul style="list-style-type: none"> High School Diploma or equivalent 4 years minimum experience with a preference for 4 to 7 years of experience. Completion of one additional development course; (regulatory training, Introduction to Supervision classes, etc). All Tier 3 SkillSoft classes (Implementing Sustainability Strategies, Customer-Driven Process Improvement and Creating and Maintaining a Positive Work Environment). Completion of SWANA ELearning series.

**COMPETENCIES:
COMPETENCIES ARE CUMULATIVE AS
STAGES PROGRESS.**

Impact - Consistently displays professionalism and confidence; creates a positive first impression as an individual and as a representative of the University.

Individual Efficiency - Effectively manages time and resources to ensure that individual work is completed efficiently.

**COMPETENCIES:
(Attains satisfactory performance evaluation
in each competency.)**

Teamwork - Develops and uses collaborative relationships to build informal or formal teams and accomplish goals.

Interpersonal Versatility - Succeeds in understanding others. Is open and skilled in using one's interpersonal style to meaningfully interact with others, including empathy, humility and patience. Demonstrates tolerance and civility when engaging with employees, colleagues and customers.

Works with Passion - Is actively engaged in the work of the University and operates in positive ways to support University goals. Demonstrates deep regard for University history, mission, core values and commitments when working and interacting with others

Impact
Individual Efficiency

**COMPETENCIES:
(Attains satisfactory performance evaluation
in each competency.)**

Technical/Professional Knowledge - Is professionally and technically accomplished to perform one's job.

Accountable for Results - Takes responsibility for accomplishing goals and achieving quality results. Follows through on commitments; is always there in the clutch.

Communicates Effectively - Clearly conveys information and ideas to individuals and groups through a variety of communications modes, including formal presentations. Practices attentive and active listening; synthesizes information from multiple resources and incorporates it into current discussion content.

Impact
Individual Efficiency
Teamwork
Interpersonal Versatility
Works with Passion

**COMPETENCIES:
(Attains satisfactory performance evaluation in
each competency.)**

Develops self and others - Continually strives to develop work skills. Identifies and pursues learning and career development goals. Effectively applies new learning and development in daily work and career progression

Leadership Presence - Leads by consistent example.

Adaptability - Effectively adjusts to changes in work processes and environment and alters behavior to align with evolving situations. Openly receives new ideas and accepts other perspectives.

Impact
Individual Efficiency
Teamwork
Interpersonal Versatility
Works with Passion
Technical/Professional Knowledge
Accountable for Results
Communicates Effectively

**SKILLS:
(Skills are cumulative as the Stages
progress)**

**Serving
Meeting the public
Listening
Operating (equipment)**

**SKILLS:
(Do not need to be evaluated on LEAD@, but
serve as a guide for setting goals and
professional development)**

**Communicating
Remembering** Serving
Meeting the public
Listening
Operating (equipment)

**SKILLS:
(These do not need to be evaluated in Lead@, but
serve as a guide for setting goals and professional
development)**

**Explaining
Handling detail work** Serving
Meeting the public
Listening
Operating (equipment)
Communicating
Remembering

**SKILLS:
(These do not need to be evaluated on LEAD@, but
serve as a guide for setting goals and professional
development)**

**Handling complaints
Timing
Organizing
Motivating
Record Keeping** Serving
Meeting the public
Listening
Operating (equipment)
Communicating
Remembering
Explaining
Handling detail work

