



## JOB DESCRIPTION

<b>Position Title:</b>	<i>Solid Waste Management Coordinator</i>	<b>Salary/Step/Grade:</b>	<i>\$30.34 to \$40.33 per hour PT - 19 hrs./wk.</i>
<b>Department:</b>	<i>Public Works – Administration Division</i>	<b>FLSA Status:</b>	<i>Salary Administration Plan</i>
<b>Reports to:</b>	<i>Director of Public Works and/or their designee</i>		

### SUMMARY

The Solid Waste Management Coordinator is responsible for implementing and executing the town's curbside collection and recycling program, including transitioning the current Pay-As-You-Throw sticker program to a new automated collection and billing system. This position will lead the department in further defining and executing the Solid Waste and Recycling Implementation Plan. This position will track all data necessary for reporting as it relates to solid waste, recycling, and waste diversion programming in compliance with all Massachusetts Department of Environmental Protection (MassDEP) regulations and annual grant requirements. The position requires an understanding of Federal, State and Municipal solid waste and recycling regulations, and on-the-job training may be provided. This position will be responsible for providing education and outreach information to other departments, staff, and the public. This individual will also assist the Department in managing customer service inquiries and requests related to solid waste/recycling programs, including assisting with special projects related thereto. Additionally, this position will be responsible for providing quarterly internal reporting on the progress of the program's initial launch with the target for the program's implementation July 1<sup>st</sup>, 2026. Lastly, this position will represent the town of Maynard with State and Local level professional organizations such as MassRecycle, SWANA, NERC, etc.

### ESSENTIAL FUNCTIONS

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Implement and manage, current and future curbside Solid Waste and Recycling program. Under the Direction of the Director of Public Works and/or their designee.
- Oversee the operations, organization, and improvements of the Town's recycling drop-off center. Under the Direction of the Director of Public Works and/or their designee.
- Act as the Town's Owners Project Manager for the curbside and drop off collection programs, managing all vendor contracts and maintaining open and frequent communication.

- In coordination with the Public Health Agent, manage curbside enforcement tasks before, during, and after curbside collection program in accordance with the town's rules, regulations, and local by-laws.
- Develop outreach and educational information focused on diversion best practices and reuse programs.
- Coordinate and communicate all solid waste, recycling, and drop-off center information to the public utilizing a variety of mediums (website, newsletter, workshops, etc.).
- Coordinate with local, regional, and state organizations to meet MassDEP compliance requirements and manage community-based expectations for the solid waste, recycling, and drop-off center programs.
- Assure work is performed in a safe and professional manner by following established safety, operating, and emergency response procedures.
- Lead or participate in special projects and other duties as assigned to enhance solid waste, recycling, and drop-off center operations and promote public participation in waste reduction goals and objectives.
- Maintain databases and other records as needed for MassDEP annual reporting, including monitoring and applying for grants applicable to the town's programmatic needs.
- Regularly exercise professional expertise, critical thinking judgment and initiative in determining courses of action
- Represent the Town of Maynard with state and local level professional organizations such as MassRecycle, SWANA, NERC, etc.
- Performs similar or related work as required and assigned.

***Physical Demands:***

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to talk, hear, stand, walk, bend/stoop, crawl/kneel, reach, lift and drive motorized equipment. The work requires occasional strenuous physical exertion including the lifting of objects of more than 25 pounds.

***Work Environment:***

Work is split between a general office environment at a traditional workstation and outside work involving inspections. Work is performed both indoors and outdoors in varying degrees of weather conditions and terrain. Work attire appropriate to the daily schedule (field work, office, and meetings).

**SUPERVISION RECEIVED**

Works under the general direction and supervision of the Public Works Director, and/or their designee.

***Scope and Judgment:***

Performs varied duties requiring a thorough knowledge of divisional operations and the exercise of judgment and initiative in completing tasks, particularly in situations clearly defined by precedent or established procedures. Employee is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring employee to approach workload with flexibility.

**QUALIFICATIONS**

***Knowledge***

Working knowledge of local, state and federal solid waste, recycling, and diversion initiatives, laws and regulations. Familiarity with the science, strategies and initiatives addressing solid waste and recycling sustainability.

***Ability***

Other abilities that are important include: prioritizing work with multiple projects simultaneously, organizing time, working independently and accomplishing tasks within deadlines, despite frequent interruptions. Ability to deal effectively and tactfully with the public. Ability to maintain confidential information. Ability to compose correspondence and to prepare, type, and proofread reports as to form and logical flow. Ability to develop and maintain productive interpersonal relationships and work collaboratively across professional and departmental boundaries within and between organizations.

***Skill***

Detail oriented; strong organizational, written, oral communication, critical thinking and problem-solving skills. Excellent research and analysis skills. Demonstrates flexibility to perform special projects and other related duties as required, directed, or as the situation dictates. Maintains confidentiality of information. Proficient in the use of personal computers and applications, including Microsoft Office Suite (Word, PowerPoint and Excel), Adobe Acrobat, Google platforms, and digital surveying platforms. Excellent customer service skills. Superior record keeping skills.

***Education and Experience:***

- Associate's degree in environmental science, project management or related field or minimum 2 years in the solid waste and recycling industry, or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential function of the job required.
- Bachelor's degree in sustainability, environmental science, public administration, or the like preferred.

***License or Certificate:***

- Must have a valid motor vehicle operator's license.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the Town and requirements of the position change.*