



Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – dmccclanahan@cityofhaverhill.com

Sheila Pelczar, HR Technician – spelczar@cityofhaverhill.com

February 4, 2019

Job #2019-006

ANTICIPATED OPENING
PLEASE POST

POSITION: Waste Reduction Coordinator (Full time)
Public Works Department (Solid Waste/Recycling Division)

HOURS OF WORK: Schedule to be determined
40 hours per week (non-union)

SALARY: \$39,500 - \$44,457.60 per year (partial grant funded)
(According to Salary Schedule)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The goal of the Waste Reduction Coordinator is to help educate Haverhill residents about the automated trash cart collection and recycling programs, answer questions and troubleshoot issues that residents may have regarding the program and assist in enforcing all solid waste and recycling programs. This will be accomplished through an educational campaign and outreach material in efforts to ensure that the City of Haverhill's residents are educated and aware of future changes to trash collections. Coordinator will help carry out outreach activities in conjunction with an outreach campaign to notify residents of the City's trash and recycling programs.

ASSIST WITH PROGRAM GOALS:

Position will assist with attaining the goals and objectives of the cart collection and recycling program by communicating with the appropriate program managers such as the Highway Superintendent and the Solid Waste and Recycling Coordinator.

ASSIST WITH OUTREACH AND EDUCATION:

- Communicating general rules and best practices to residents and others for cart setout (e.g. location placement, obstructions, trash limits, bulk items, overflow program, etc.).
- Answering phone calls regarding the wheeled trash cart program, recycling and compost programs.
- Communication tools used for the programs (e.g. press releases, municipal web site information, billing inserts, direct mail, notices at community centers, public access cable TV announcements, etc.).
- Provide assistance for public meetings as part of the outreach program.

CONDUCT SITE VISITS AND MONITORING OF ROUTES:

- Conduct site work or home visits for residents who wish to have further education.
- Monitor all trash & recycling routes for problems with collection.
- Implement appropriate educational actions for those residents found to be struggling with the rules or regulations in accordance with the City's Board of Health regulation.
- Assist in managing over 20,000 trash carts by delivering new carts, conducting repairs, and assist with billing and other tasks associated with trash carts.

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RECYCLING ENFORCEMENT:

- Monitor and implement enforcement protocol for solid waste & recycling program to ensure all residents are participating properly.

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.

MINIMUM QUALIFICATIONS:

Associates degree in Public Administration, Environmental Science, or a related field. Knowledge of waste reduction and recycling issues and enforcement. An equivalent combination of education and experience may be substituted.

Possession of the proper class of a current and valid Motor Vehicle Operator's License issued by the MA Registry of Motor Vehicles.

Must be proficient in Microsoft Excel and Word functions. Experience with customer billing platforms. Knowledge of City of Haverhill's trash and recycling programs helpful. Ability to work independently and interact effectively and **courteously** with the general public. Experienced in providing superior customer service.

PHYSICAL REQUIREMENTS:

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen. Strength to lift and carry objects and materials weighing up to 30 lbs., and hearing and speech to communicate in person and over the telephone. Travel to various locations in the city is required. Attendance is mandatory.

Applicants will be required to undergo a background check including CORI screening prior to appointment.

CLOSING DATE:

FRIDAY, FEBRUARY 15, 2019

SUBMIT COVER LETTER, RESUME AND APPLICATION TO:

**Denise McClanahan, Human Resources Director
City of Haverhill
4 Summer Street Room 306
Haverhill, MA 01830**

"The City of Haverhill is an AA/EEO/ADA Employer."

APPLICATION IS AVAILABLE ONLINE AT:

http://www.haverhillma.gov/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Email should be sent to hrd@cityofhaverhill.com. PLEASE REFERENCE JOB # 2019-006 WHEN APPLYING ONLINE.