



Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – dmcclanahan@haverhillma.gov

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Bridget Panniello, Head Clerk/Floater- bpanniello@haverhillma.gov

June 18, 2025

Job # 2025-23

PLEASE POST ANTICIPATED OPENING

POSITION:

Waste Reduction Coordinator

Public Works Department (Solid Waste/Recycling Division)

HOURS OF WORK:

40 hours per week

Schedule to be determined

SALARY:

\$26.44-\$28.84 per hour

(According to the non-union 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.).
- By providing 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.



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- 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 assisting with billing and other tasks associated with trash carts.
- Responsible for collecting and disposing of illegally dumped waste and debris at various locations across the city.
- Assist with the operation of the Recycling Center, including site monitoring, resident support, and ensuring safe and proper disposal of materials in accordance with city recycling protocols.

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:

Ability to collect and analyze records and data for municipal solid waste, recycling and related program information and to develop and convey conclusions about the effectiveness of program design and implementation. An understanding of the Commonwealth of Massachusetts goals on solid waste management and recycling, and local and state regulations pertaining to them would be helpful.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of residents and/or students. Ability to work with a diverse population, maintaining professional and helpful attitude while educating stakeholders and helping them resolve issues. Ability to work independently and interact effectively and courteously with the general public. Experienced in providing superior customer service.

Must possess strong written and verbal skills, have demonstrated experience with computers and computer software. Proficient in Microsoft Excel, Outlook and Word

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

May be required to wear assigned Personal Protective Equipment (PPE) as directed by the supervisor.

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 75 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. Note: The Recycle Center is a designated no smoking zone.

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



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CLOSING DATE: FRIDAY JUNE 27, 2025

APPLICATION IS AVAILABLE ONLINE AT:

www.cityofhaverhill.com/departments/human_resources/job_opportunities.php

Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT HRD@HAVERHILLMA.GOV

PLEASE REFERENCE JOB # 2025-23

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