



City of Holyoke
Department of Public Works
Full Time Solid Waste & Recycling Coordinator
JOB POSTING – Until Filled

Position Summary: Performs a variety of duties to assist the Director of Public Works in the expansion, improvement, operation and management of the City's solid waste and recycling program. Develops and implements programs which promote responsible residential, commercial, and institutional waste management practices, prepares and performs educational outreach, and other special projects as required.

Essential Functions: Maintains records and prepares reports as needed for materials diverted from disposal as well as maintains records of all activities in the solid waste program including waste disposal, recycling, and composting; Must have the ability to interpret and administer state and federal environmental regulations; Performs data trending analysis, assessment and adjustment of current waste disposal policies and procedures; Develops and monitors collection routes and schedules and provides recommendations for efficiency improvements; Monitors compliance and enforcement relating to local, state, and federal solid waste and recycling regulations; Investigates and resolves complaints, identifies violations and assists both the public and contractors with problems; Advises the Health Director and makes recommendations regarding Board of Health regulations as they pertain to solid waste/recycling; Provides guidance to employees and the public about proper disposal of material at the DPW Recycling Drop-Off Center; Occasionally directs customers to the designated areas for the type of material being disposed; Coordinates all aspects of the City's Household Hazardous Waste Collection program; Investigates advances and trends in the solid waste field and pursues opportunities to apply state-of-the-art technologies to the City's solid waste program; Attends technical training sessions to improve knowledge of state and federal regulations; Researches and prepares grant applications; Prepares and distributes informational and educational materials relative to solid waste programs, recycling, composting and household hazardous products; Provides technical assistance to residential, commercial and institutional sectors to ensure compliance; Speaks to citizens groups and school organizations relative to solid waste issues.

Knowledge, skill, and abilities required: Knowledge of the principles, practices, methods and techniques of solid waste disposal, recycling and composting; Ability to read, interpret, understand and apply laws, rules and regulations, policies, procedures, specifications and guidelines relating to integrated solid waste systems; Ability to plan, organize and carry out work without close supervision; Strong verbal and writing skills together with the ability to communicate with diverse groups of people as well as the ability to produce and communicate educational materials.

Education, certification, licensure, or other similar required: At least two years of previous experience in solid waste management as well as a Bachelor's degree in Environmental Science, Planning, Marketing, or Public Administration, or an equivalent combination of education and experience. Supervisory experience preferred.

Supervision: Works under the direct supervision of the Director of the Department of Public Works; Coordinates, supervises and trains department staff and volunteers in the proper handling of waste and recyclable materials including but not limited to, construction debris, furniture, used paint, motor oil, refrigerated appliances, hazardous materials, universal waste materials, electronics, tires, and any other wastes banned from landfill/incinerator disposal by the MADEP; Coordinates and oversees temporary employees, interns and volunteers from the community for special projects.

Job Environment: Work is performed in an office and field environment subject to hazardous conditions and exposures. Has access to department-related confidential and/or sensitive information; Errors could result in delay or loss of services, personal injury to others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

Physical Requirements: Employee has exposure to chemical compounds found in an office environment, during hazardous waste collection days, possible exposure to injury due to unclean/unsanitary conditions and sharp objects. This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employment Status & Hours: Regular Full time, 40 hours per week (Monday – Friday, 7:00 a.m. to 3:00 p.m.). Plus additional hours as part of the on-call supervisor rotation.

Fair Labor Standards Act (FLSA) Status: Non-Exempt

Pay Rate: \$57,668.63 - \$62,069.98 per year, paid biweekly: (Salary Grade PS-22)

Employee Benefits: Health, Dental, Life Insurance, Voluntary Vision, Flexible Spending Account & EAP.

Please send a letter of interest and your resume to: Personnel@holyoke.org

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category.