



# Haverhill

Human Resources Department, Room 306

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

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

February 28, 2019

Job # 2019-008

## **PLEASE POST ANTICIPATED OPENING**

**POSITION:** Solid Waste/Recycling Coordinator  
Department of Public Works

**HOURS OF WORK:** \*40 hours per week (\*may include night hours)  
Monday – Friday (schedule to be determined)

**SALARY:** Up to \$63,000 per year  
(According to contractual salary schedule)

### **OVERVIEW OF GOALS AND OBJECTIVES**

This is a professional staff position providing contract management, reporting, supervision of the City's Solid Waste program, including management and oversight of the recycling program. This position also performs managerial work in the development of long-range plans, managing and operating all financial, administrative, environmental compliance including the efficient collection, disposal and recycling of municipal solid waste and household hazardous waste in accordance with established laws and ordinances.

### **GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other Department of Public Works functions to cover absences or relief, to equalize work periods or otherwise to balance the work load:

- Plans, prepares, implements, and supervises solid waste & recycling programs and activities of the Solid Waste Division, ensuring compliance with the rules and regulations. This includes written reports, contract specifications, and coordinates promotional budget.
- Perform the development, writing, and submission of grant proposals to third-party entities. Collect, analyze, and reporting of data on the grant program.
- Manage and oversee the Citizen Recycling Center to include: drop off of white goods, mercury, single stream recyclables, propane tanks, tires and electronics recycling program. Manages the Sharps disposal program along with the Health Department.
- Prepares and monitors the Solid Waste Division operational and capital budgets and assists in the development of Department work plans and budgets;
- Researches and responds to questions or problems raised by the Board of Health, City Council and the Mayor's staff, other City departments, outside agencies, refuse contractors, and the public;
- Performs contract administrative duties, including negotiating and recommending contract terms; evaluating performance, and ensuring compliance to warranty and contract agreements;
- Manages and administers the solid waste collection and disposal contract through ongoing coordination with contract manager and operational staff members of the contractor;



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- Ensures and oversees compliance with all federal, state and local rules and regulations pertaining to the collection and disposal of all City solid waste and landfill operations, including preparation of compliance reports and records;
- Establishes and administers performance measurement and reporting systems; analyzes reporting data and evaluates performance; develops and implements procedures and/or process changes to improve performance; and maintains and operates a management information system for tracking of and charging for services;
- Prepares written documents, reports for Mayor, City Council, studies, proposals, budget documents, letters, memos to convey necessary information to management, City Council, subordinate staff and the general public;
- Provides written documents such as policies, methods, procedures for improving productivity, and develops plans and specifications for additions or revisions to current programs or citywide plans; writes comprehensive reports of activities and costs;
- Provides effective, professional leadership, positioning the City of Haverhill to meet the community's current and future solid waste needs through appropriate technologies and services;
- Attends City Council and other meetings to represent the Department or division on solid waste issues and maintains complete records and prepares comprehensive reports;
- Works with citizen groups and implements public outreach programs to maximize landfill image to neighboring residents and the general public. Exhibits a service orientation toward customers and maintains productive working relationships;
- Acts as City liaison to residential, industrial, and commercial waste generators and other solid waste agencies;
- Performs all work duties and activities in accordance with City policies and procedures;

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.

## **SUPERVISION RECEIVED:**

The work is performed under the supervision of the Director of Public Works or his/her designee.

## **QUALIFICATIONS NEEDED:**

Associate Degree in Civil or Environmental Engineering, Public Administration, or related field; and Five (5) years managerial experience in the field of solid waste management; and Valid Massachusetts Driver's License; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Proficiency in basic Microsoft Excel, PowerPoint, Access, and Word software programs. Good organizational skills. Ability to establish and maintain effective working relationships with customers, contracted agencies and workers, other employees, supervisory personnel and the public; Read and interpret technical and operational documents, manuals, maps, plans, and contracts. Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.



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

## **PREFERRED WORK EXPERIENCE/QUALIFICATIONS**

Knowledge of: principles and practices of solid waste management industry including operation, transportation and maintenance; of City of Haverhill's trash and recycling programs helpful; of federal and state laws and local health and environmental codes, rules, and regulations relating to solid waste operations; of current techniques of solid waste and recycling collection and disposal operations materials, methods, principles and practices; of budgeting, contract administration and statistical analysis as applied to performance management systems.

## **PHYSICAL REQUIREMENTS:**

Required to walk, climb or balance, stoop, kneel, crouch, or crawl, and taste or smell. Frequent movement in and out of equipment and vehicles. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection, and respiratory protection. While performing the duties of the job, the employee regularly works in various weather conditions and will be exposed to wet, humid, and other climatic environments. Attendance is mandatory.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **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](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](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2019-008 WHEN APPLYING ONLINE.**