



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

Christina Carrie, Head Clerk/Floater – ccarrie@cityofhaverhill.com

January 6, 2021

Job # 2021-1

PLEASE POST ANTICIPATED OPENING

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

HOURS OF WORK: Schedule to be determined {may occasionally require a Saturday}
19 hours per week

SALARY: \$ 18.00/hr. (partially grant funded) (non-union)

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 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.).
- 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.
- 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 **Cart Work Orders** by delivering new carts, locating stolen/missing carts and conducting repairs (approx. 55 work per month), and assist with billing and other tasks associated with trash carts.

RECYCLING ENFORCEMENT:

- Monitor and implement enforcement protocol for solid waste & recycling program to ensure all residents are participating properly.
- Manage Q-Alerts that come from 311 – including **illegal dumping** (TVs, furniture & construction debris). Respond to issues, resolve matter and close/track Q-Alerts.



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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 goals 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.

Must wear assigned Personal Protective Equipment (PPE) i.e., HiViz vest and 2-way radio.

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

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

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 Equal Opportunity/Affirmative Action 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 # 2021-1 WHEN APPLYING ONLINE.