



CITY OF SALEM - NOTICE OF VACANCY

<u>TITLE:</u>	Waste Reduction Coordinator
<u>DEPARTMENT:</u>	Engineering and Water Department
<u>POSITION STATUS:</u>	Full-time, non-union position with full benefits
<u>HOURS:</u>	M- W: 7:00AM–3:00PM; Th: 7:00AM 5:00PM; F: 7:00AM – 12:00PM
<u>REPORTS TO:</u>	City Engineer or Business Manager/Water Registrar
<u>SUPERVISION EXERCISED:</u>	May supervise volunteers and committee members
<u>SALARY:</u>	\$50,000.00 - \$60,000.00 DOQ

DUTIES

Manages daily trash and recycling program through field work, customer service, and analysis. Implements the City of Salem's (City) education and enforcement program to ensure businesses, residents and schools are correctly separating recyclables from trash and reducing recycling contamination.

Position carries out an outreach campaign using social media and other platforms to explain benefits of recycling to the community and the environment. Position helps manage the various diversion initiatives including composting, textile recycling and electronics disposal, and spends approximately 30% of the time in the field.

Specific duties include, but are not limited to:

- Provides outreach and education on solid waste and recycling specifics to residents and schools.
- Manages SeeClickFix daily for missed trash, recycling, yard waste and other related issues.
- Inspects recycling bins and leaves specific notes to educate residents about proper recycling. Rejects bins with severe contamination, issues correspondence and potential fines (in accordance with the local City ordinances) to homeowners who fail to comply with Mass Department of Environmental Protection (DEP) waste bans.
- Staff the City's Recycling Committee and attend monthly meetings and prepare for and participate in community and sustainability events to communicate best recycling practices, including but not limited to Book Swaps, Textiles Drives, Repair Café's, E-Waste Collections.
- Interacts daily with the City's trash and recycling vendor's managers and drivers, regarding issues such as missed pickups, service issues and unique situations.
- Maintains files, such as problem properties with severe recycling contamination, rejected bins, illegal dumping, waste diversion analysis, and solid waste and recycling tonnage.
- Acts as the primary contact to discuss concerns with residents, landlords, businesses about quantity of trash/recycling, carts received, and private/public pick up.
- Promote composting throughout the city through curbside pick-up, home composters and managing the Compost Drop Off Station at Mack Park.
- Participates in the cigarette butt bin recycling program, Styrofoam, litter reduction, plastic bag ban program, straw reduction and single use plastics reduction.
- Update and manage the City's web pages on salem.com for trash and recycling and beautification as well as GreenSalem.com. Develop creative and informative posts and respond to comments on Facebook, Instagram and Twitter.
- Works with the Board of Health (BOH) and other City Departments to coordinate issues such as bulk item investigation, clean-outs, etc. Manages initiatives such as downtown trash, bulk items and electronics left on the curb/ illegal dumping, carts left on sidewalk, move-outs, and construction debris.

- Attend monthly meetings for the City's Beautification Committee and manages the traffic island sponsorship program, planning and organizing clean-up days and other activities.
- Develop educational guides and fliers about various topics including promoting events, battery disposal, repair options, mattress, and textile recycling etc.
- Attend meetings and provide informative presentations to neighborhood associations and other city groups to educate about proper recycling and waste reduction.
- Perform the development, writing and submission of grant proposals to fund recycling activities throughout the city and schools.
- Work with Salem Public Schools to teach composting and recycling lessons and work with staff to improve recycling throughout the school.
- Act as a liaison to residential, industrial, and commercial waste generators and solid waste agencies for specialized pick-ups.
- Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Working knowledge of waste reduction and recycling issues, and familiarity and knowledge of the City's environmental programs and ordinances preferred.

Proficiency with Microsoft, Excel, WordPress, Social Media. Ability to speak Spanish a plus.

Bachelor's Degree. Valid driver's license and reliable vehicle (mileage reimbursement). Proficiency in Microsoft Word and Excel and Outlook, and ability to master other software as needed.

Demonstrable outstanding customer service skills, excellent organizational and communication skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to be mobile in and out of the office, depending upon the task being performed. The employee frequently is required to communicate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing this job, the employee may be outside in inclement weather, or cold or high temperatures. The noise level in the work environment is usually moderate, unless employee is out in the field where the noise level will fluctuate.

Qualified individuals are encouraged to send resume and cover letter to the City using this email address: jobs@salem.com. Position open until a candidate is selected.

City of Salem Human Resources Department
 Lisa B. Cammarata, Director
 98 Washington Street, 3rd floor, Salem, MA 01970

DATED: June 26, 2024

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