



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for the Part Time position of:

Recycling Coordinator
Department of Public Works
19 Hours per week
Hourly Pay Range \$26.690-\$32.295

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of **February 21, 2020.**

The Town of Belmont is seeking a Recycling Coordinator to join the Department of Public Works. Working under the general direction and to assist the Director of Public Works and the Highway Division Manager in the planning, administration, promoting, and implementation of the Solid Waste and Recycling Program in compliance with Town, State and Federal laws and regulations. Will work independently to achieve the goal of increasing the recycling rates following departmental rules, regulations and policies, within a prescribed time schedule. Performs work under typical office conditions with some field work required at municipal buildings and other locations in and outside of town. Assist in the preparation of specifications and bid documents for procurement of solid waste collection and disposal and recycling collection and marketing services. Assist in solid waste and recycling program planning, implementation and monitoring for the residential curbside programs, public areas, special recycling collections, municipal building and public school recycling. Assist in the preparation of the annual budget for the solid waste and recycling program and analyze cost reduction strategies and options for the solid waste and recycling contracts. Prepare reports, correspondence and maintain accurate records of recycling and solid waste measurement units, costs, tonnage and markets. Research, prepare and submit grants as applicable. Represents the town with its involvement with the Minuteman Hazardous Household Product Facility and attends all 9 monthly (April – December) meetings and hosts one event per year at the Lexington MA location. Attend public events related to the solid waste and recycling program, and assist the Public Works Director in preparing presentations for the Select Board, Warrant Committee, Meet Belmont Event, and Town Day.

Bachelor's degree in a related field with five years of experience in a municipal solid waste or recycling field and; customer service experience; experience in applying for State grants and coordinate municipal, state and federally funded programs. Valid Massachusetts Driver's License, and excellent computer skills; good communication and organizational skills required.

This is a Part Time, 19 hours per week position that does not include benefits other than those required by law. The starting hourly pay range is \$26.690 to \$32.295.

Resumes with the Required Town of Belmont Application accepted at the HR Department, 455 Concord Avenue, Belmont, MA 02478 or humanresources@belmont-ma.gov or fax 617-993-2741 by the closing date of **February 21, 2020.**

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Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov