

**City of Lowell**  
**Job Description**  
**Please Post: July 26, 2023**  
**Deadline: August 9, 2023**  
**Department of Public Works**  
**Recycling Enforcement Coordinator**

**Job Title:** Recycling Enforcement Coordinator (REC) (1100-DH08, 3535)  
**Department:** Department of Public Works, Streets Division  
**Reports To:** Commissioner of Public Works, Deputy Commissioner, Solid Waste-  
Recycling Coordinator  
**Salary:** \$25.6086 (min) to \$ 30.0076 (max) per hour; 35 hours per week  
**Union:** Ordinance  
**FLSA Status:** Exempt

**SUMMARY**

The goal of the REC is to increase recycling tonnage that is collected in the City of Lowell's municipal curbside recycling program. This will be accomplished through an education and enforcement program to insure that the City's residents are separating recyclables from trash to the fullest extent possible, and placing them curbside for collection. The REC will carry out enforcement and education activities in conjunction with an outreach campaign to notify residents of the City's intent to maximize recycling and to explain the benefits of recycling to the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Outreach and Publicity

- Assist with the implementation of a plan that includes: detailing information on the enforcement program; using communication tools to implement the program (e.g. press releases, municipal web site information, billing inserts, direct mail, sandwich boards, notices at community centers, public access cable TV announcements, etc.);
- Provide contact information, compliance information, and program outcomes.
- Discover and record recycling progress information about the recycling enforcement program.
- Maintain a community wide comparative database.

Conduct Enforcement

- Implement the enforcement procedures by conducting regular inspections of all routes.
- Document compliance.
- Enforce compliance with the recycling and trash management programs.
- Issue trash/recycling citations (in accordance Ch. 270) for failure to comply with the Mass-DEP Waste Bans

Track and Report Results

- Use enforcement data and recycling/solid waste tonnage to assess the quantitative and qualitative impacts of the enforcement program on the municipality's diversion, participation, and cost effectiveness.

Other Duties including clerical may be assigned as required.

## **QUALIFICATIONS**

To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Ability to collect and analyze records and data for municipal solid waste, recycling and related program information and to develop and convey conclusions about the effectiveness of program design and implementation. Strong understanding of the Commonwealth of Massachusetts goals on solid waste management and recycling, and local and state regulations pertaining to them. Must possess strong written and verbal skills, have demonstrated experience with computers and computer software, possess a valid Massachusetts driver's license. Experience in the field of solid waste management, recycling or related municipal program management, or educational equivalent such as a degree in a related field. Bilingual a plus. Proficient in Microsoft Excel, Outlook and Word.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to work with a diverse population, maintaining professional and helpful attitude while educating stakeholders and helping them resolve issues.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to develop and implement plan from concept to statement of scope, time line and resource budget. Ability to manage multiple activities at the same time, managing details and following through and completing tasks.

## **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, outside weather conditions, and risk of electrical shock (electrical outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer who requires a physical with drug screen and CORI, post offer.

**Qualified individuals should apply by the deadline of August 9, 2023 by submitting application/resume with cover letter using the City of Lowell job opportunities online Portal: <https://selfservice885.tdr.tylerhosting.cloud/ess/employmentopportunities/default.aspx>**

*The City is committed to encouraging diversity and inclusion through equitable opportunities for all community members. The aim is for our workforce, including contractors, to be truly representative of all sections of society and our community, and for each team member to feel respected while fostering belonging.*

*EOE/AA/504 Employer*