



WILLIAM LANTIGUA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
City Hall Room 303
200 Common Street
Lawrence Massachusetts 01840

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www.cityoflawrence.com

EMPLOYEE JOB POSTING

Title: Recycling Coordinator
Department: DPW - Recycling
Pay: Grade 3 (\$45,000 - \$55,000)
Union: Non-union

Job Description: Position is responsible for the outreach and education to schools, residents and businesses on participation in the recycling program, collect data related to solid waste management activities and manage the City's solid waste drop-off center.

1. Build on the existing recycling program to develop and carry out a comprehensive solid and hazardous waste recycling and management program for each of the City
2. Provide outreach, leadership and daily assistance to the principals and custodians in each school building.
3. Expand programs to include container recycling, food waste diversion/composting, source reduction, and toxics use reduction (including florescent light collection and recycling) and bulky waste diversion.
4. Outreach and education to residents and businesses on participation in the recycling program,
5. Collect data related to solid waste management activities and manage the City's solid waste drop-off center.
6. Managing all aspects of hazardous waste issues including identification, proper storage and removal of all wastes and permit tracking submittals to the state.
7. Also included are educational duties regarding environmental grants on such topics as air quality, groundwater protection, soils and river protection.

Job Requirements:



*City of Lawrence
Personnel Department*

Successful candidate will have an undergraduate degree related to environmental studies, economics, engineering or science. Three to five (3-5) years experience in solid waste and recycling is required. Written and verbal proficiency in both Spanish and English is desired.

Posting Date: January 29, 2010

Deadline: Until Filled

Appointing Authority: _____
William Lantigua, Mayor

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL OFFICE

The City of Lawrence is an Equal Opportunity Employer

REASONABLE ACCOMMODATIONS are provided to applicants with disabilities. If you need reasonable accommodations for any part of the application and hiring process, please notify the Personnel Director at (978) 620-3060. The decision on granting reasonable accommodations will be on a case-by-case basis.