



DANIEL RIVERA
MAYOR

FRANK BONET
PERSONNEL DIRECTOR

City of Lawrence
Personnel Department
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EMPLOYEE JOB POSTING

Title: Recycling Coordinator
Department: Department of Public Works
Pay Grade: \$45,000 to \$55,000 per year
Union: Non-Union, Non-Exempt

Summary Statement of Duties and Responsibilities: 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. 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. Provide outreach, leadership and daily assistance to the principals and custodians in each school building. 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. Outreach and educate 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. Manage all aspects of hazardous waste issues including identification, proper storage and removal of all wastes and permit tracking submittals to the state. Also included are educational duties regarding environmental grants on such topics as air quality, groundwater protection, soils and river protection.

Qualifications: Successful candidate will have an undergraduate degree related to environmental studies, economics, engineering or science. Three to five (3-5) years of experience in solid waste and recycling are required.

Posting Date: January 11, 2018

Deadline: Until Filled

Daniel Rivera, Mayor (Appointing Authority)

APPLICATIONS ARE AVAILABLE IN THE PERSONNEL DEPARTMENT.