

# Help Wanted: Town of Dartmouth Hiring Waste Reduction Enforcement Coordinator

## JOB POSTING

TITLE: Waste Reduction Enforcement Coordinator  
UNION: N/A  
LOCATION: Department of Public Works  
DATE AVAILABLE: ASAP  
SALARY: \$17 per hour

### RESPONSIBILITIES:

This is a grant funded position at 32 hours per week for 77 weeks. The goal of the Waste Reduction Enforcement Coordinator (WREC) is to reduce the amount of contamination and banned items in the recycling carts, increase the rate and volume of recycling, and decrease solid waste disposal. This will be accomplished through an education and enforcement program to ensure that the Town of Dartmouth's residents are separating accepted recyclables from trash to the fullest extent possible, and placing them curbside for collection. The WREC will carry out enforcement activities in conjunction with an outreach campaign to notify residents of the town's intent to enforce mandatory recycling and to explain the benefits of recycling to the community.

### QUALIFICATIONS:

Applicant must possess a High School Diploma; Associate's Degree preferred or any equivalent combination of education and experience. A valid driver's license and must possess a reliable vehicle. Proficiency in basic Microsoft Excel and Word functions. Good organizational skills. Ability to interact effectively with the general public.

APPLICATION DEADLINE: Open until filled

Applicants may submit a cover letter and resume to:

Personnel Department  
Town of Dartmouth  
400 Slocum Road  
Dartmouth, MA 02747

Or email to:

[mmedeiros@town.dartmouth.ma.us](mailto:mmedeiros@town.dartmouth.ma.us)

Town of Dartmouth is an Equal Opportunity Employer

## **TOWN OF DARTMOUTH**

### **WASTE REDUCTION ENFORCEMENT COORDINATOR**

#### **General Statement of Duties**

The goal of the Waste Reduction Enforcement Coordinator (WREC) is to reduce the amount of contamination and banned items in the recycling carts, increase the rate and volume of recycling, and decrease solid waste disposal. This will be accomplished through an education and enforcement program to ensure that the Town of Dartmouth's residents are separating accepted recyclables from trash to the fullest extent possible, and placing them curbside for collection. The WREC will carry out enforcement activities in conjunction with an outreach campaign to notify residents of the town's intent to enforce mandatory recycling and to explain the benefits of recycling to the community.

#### **Essential Duties and Responsibilities**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

#### **Outreach and Publicity**

Assist with the preparation and implementation of a communications plan that includes:

- When the enforcement program will be introduced
- What communication tools will be used to announce the program (e.g. press release, Town website information, billing inserts, direct mail, notices at community centers, public access cable TV announcements, etc.)
- Who to contact with questions about the program
- What is required to be in compliance
- What is considered non-compliance
- Why the program is being implemented

#### **Establish Baseline Information**

Utilizing the Town's data collection system, the WREC will analyze town-wide baseline recycling data that will be used to benchmark the progress of the recycling enforcement program.

#### **Conduct Enforcement**

- Implement the enforcement procedures by conducting regular inspections of all routes.
- Document the number of residents found in compliance and the number found out of compliance.
- Take appropriate enforcement actions for those residents found to be out of compliance with the recycling program
- Issue trash/recycling fines to homeowners who fail to comply with Department of Public Works regulations by placing recyclable items (such as cardboard boxes) in the trash.

#### **Track and Report results**

- Use baseline data, enforcement data, and subsequent recycling and solid waste tonnage to assess the quantitative impact of the enforcement program on the Town's recycling program.
- Conduct a follow-up recycling set-out rate analysis for all Town customers.

#### **Supervision**

Works under the supervision of the Director of Public Works or his/her designee.

#### **Minimum Qualifications**

Applicant must possess a High School Diploma; Associate's Degree preferred or any equivalent combination of education and experience. A valid driver's license and must possess a reliable vehicle. Proficiency in basic Microsoft Excel and Word functions. Good organizational skills. Ability to interact effectively with the general public.

#### **Knowledge Skills and Abilities**

- Knowledge of waste reduction and recycling issues.
- Knowledge of Town of Dartmouth's trash and recycling program helpful.

#### **Job Environment**

Job conditions consist of outside monitoring of the curbside recycling materials. Tracking material quality and documenting violations.

#### **Physical Requirements**

Requires extensive walking in all weather conditions in addition to office work.