Town of Belmont
Employment Opportunity

DEPARTMENT OF PUBLIC WORKS
SEIU UNION JOB OPENING
Grade 12 $34.0823 - $40.8424
RECYCLING COORDINATOR

Applicants must submit the required Town of Belmont application form, resume
And cover letter to the Town’s Human Resources Department by October 16, 2022.

Assisting 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 policy. Promotes program participation through the development and implementation of education materials and outreach campaigns focused on increasing, residential and municipal recycling. Collects and analyzes data relating to recycling and solid waste percentages for the municipality and state agencies with the major goal being to increase the total municipal recycling percentage; provides quality cost-effective service to residents. It is estimated that 20-25 hours per week will be committed to these duties and may be more or less depending on department priorities.
The position will also be responsible for a variety of administrative office duties that may include processing the department payroll and bills, maintaining records and files, transcribing and producing correspondence, performs all other related work as required. It is estimated that 10-15 hours per week be committed to these duties and may be more or less depending on department priorities.
Bachelor's degree preferred 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.
Excellent computer skills; good communication and organizational skills. Considerable knowledge of the Commonwealth of Massachusetts' solid waste and recycling goals. Ability to work independently.
Ability to guide, direct and motivate residents and employees to increase recycling efforts. Ability to assess conditions at various locations to improve services and to maintain compliance with town laws and regulations. Ability to create and implement programs.
Excellent record keeping skills. Ability to develop and maintain statistical reports. Ability to communicate effectively in person and in writing. Ability to work independently.

This is a 40 hour per week, fully benefitted position. The hourly pay range is $34.0823 to $40.8424

Resumes and the required Town of Belmont Application accepted at the Human Resources Department, 455 Concord Ave, Belmont, MA 02478, or humanresources@belmont-ma.gov or fax 617-993-2741 by October 16, 2022
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

The Town of Belmont is an Equal Opportunity Employer