



City of Framingham, MA

March 1, 2025

Position Vacancy

RFP #25-060-01

Position: Recycling Coordinator
Department: Sanitation Division
Grade: PW-10 \$27.61 - \$35.44
Schedule: Tuesday-Saturday 7:00 am -3:00pm



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- This position is covered by the Collective Bargaining Agreement between the City of Framingham and LIUNA, Local 1116 DPW Union.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

The Framingham DPW Sanitation Division collects refuse and recycling from over 17,000 residential dwellings and transports over 130,000 pounds of material for recycling or disposal every day. The division performs special curbside collections including spring and fall leaf and brush and Christmas trees.

Position Purpose:

The Recycling Coordinator will assist in developing, implementing, coordinating, and evaluating progressive solid waste and recycling programs; conduct outreach and education to encourage community and employee participation in various recycling programs; coordinate household hazardous waste and source reduction programs; collect/validate recycling data; prepare local and state regulatory reporting requirements and investigate the implementation of incentive-based recycling programs.

The individual will conduct outreach and education campaigns to encourage resident participation as well as participation from municipal employees and employees and students of the Framingham Public School System.

The individual will have direct contact with residents both in education and assisting the Operations Supervisor as it relates to programs and State Waste Ban compliance.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Assist in developing, implementing, coordinating, and evaluating progressive solid waste and recycling programs within the community and workplace.
2. Assess and evaluate programs for the collection, transportation, and processing of materials to include, but not limited to leaf, brush, and other compost materials, street sweepings, trench materials, gravel, sand, catch basin cleanings, etc.
3. Conduct outreach and education to encourage community and employee participation in various recycling programs.

4. To coordinate household hazardous waste and source reduction programs.
5. To investigate the implementation of incentive-based and alternative recycling programs.
6. Collect and analyze data relating to the solid waste management activities of the municipality and prepare periodic reports as required by supervisors and/or state regulatory agencies.
7. Work scheduled and unscheduled overtime as may be required to complete projects in a timely manner.
8. Establishes and maintains effective working relationships with Department Supervisors, subordinates, and co-workers, as well as contractors, consultants and the general public.
9. Able to occasionally attend night meetings or weekend events.
10. Works scheduled shifts at the Recycling Center as required to meet divisional needs.
11. Act as the primary contact for the trash and recycling program at various condominiums eligible to receive City service. Responsible for education and ensuring compliance as it relates to disposal, recycling, and compliance with the Massachusetts Waste Ban.
12. Maintain database of wheeled recycling and trash toters, utilizing RFID technology. Ensure customer satisfaction as it relates to recycling/trash cart service calls.
13. Assist the Program Manager in maintaining the Division's website to ensure timely and accurate information is posted as it relates to the City's trash and recycling program.
14. Any other related duties that may be required.
15. Attend classes and seminars relating to solid waste and recycling issues and other related topics in order to remain technically proficient and up-to-date on current trends in the profession.
16. Complies with established safety procedures.
17. Communicates effectively with the public, City Departments and agencies effectively and in a professional and courteous manner.
18. Perform required cross Departmental Public Works tasks such as snow & ice response and other emergency functions as necessary.
19. Due to the importance of emergency response during winter weather events, vacation usage is restricted between December 1st to March 31st each year.

Entrance Requirements

- A Bachelor's of Science in Environmental Science, Business, Public Administration, or similar field with experience in the solid waste/recycling or similar field, or a Master's Degree with two years of related experience
- Ability to apply for state grants and coordinate municipal, state, and federally funded programs
- Commonwealth of Massachusetts Class D Motor Vehicle Operator's License
- Working Knowledge of:
 - Municipal solid waste and recycling programs and industry best management practices
 - Solid waste and recycling programs, grant opportunities, and state-wide goals
 - Microsoft office applications including but not limited to, MS Word, MS Excel, MS PowerPoint. Some graphic capabilities preferred
- The Ability To:
 - Give presentations to City staff, municipal boards, community groups, residents, and students
 - Comprehend, interpret and apply regulations and procedures
 - Exercise proper professional and technical judgment
 - Speak/write Spanish and Portuguese highly desirable
 - Assemble information and make written reports in a concise, clear and effective manner
 - Comply with City and Department policies and procedures

Supervision Required:

Works under the direct supervision of the Sanitation Operations Manager.

Supervisory Responsibility:

May supervise City personnel when necessary to help in the implementation of programs and outreach to residents. Supervises City personnel at the Recycling Center and Yard Waste Facility in the absence of the Operations Manager and Recycling Center Supervisor.

Work Environment:

The nature of duties may involve continuous presence of unpleasant or irritating elements, such as considerable noise, odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may be performed outdoors, regardless of weather conditions. May be required to be on call for 24 hours or being under prolonged pressure during emergency situations. May be required to weigh competing and concurrent demands under deadline pressures.

Performance Evaluations

- Performance evaluations shall be performed annually by the Division Director or their designee. These evaluations shall be used to establish goals and objectives, measure progress and accountability, and to identify areas where an employee's performance may require improvements.
- A good performance evaluation shall be the minimum requirement in order to achieve an annual step increase in wage.