

WINDHAM SOLID WASTE MANAGEMENT DISTRICT

PROGRAMS MANAGER

POSITION DESCRIPTION

POSITION SUMMARY: The Program Manager designs and implements programs for solid and hazardous waste management and education for the Windham Solid Waste Management District and for its member towns.

DUTIES & RESPONSIBILITIES:

This position requires the employee to:

- 1) Design, implement, and manage programs that assist member towns, residents, businesses, and schools and other institutions with waste management, reduction, and diversion activities. These include collection, recycling, composting, source reduction, and hazardous materials management in compliance with Vermont statutes.
- 2) Research, write, and implement program related grants and grant-funded programs, including oversight of subcontractors. This may be done in conjunction with other staff.
- 3) Conduct educational programs, and provide technical assistance for residents, businesses, institutions, schools, and town government, including the design, production, and dissemination of educational/informational materials. Educational programs must comply with requirements set forth in Vermont's Materials Management Plan (MMP).
- 4) Design and maintain District website. Post Board and Committee Notices, Agendas, and Meeting Minutes--as provided by the District Clerk--to the website in accordance with Vermont Open Meeting Law. Work with District's contracted IT professional to resolve any technical website issues.
- 5) Write public information articles for newsletter, newspapers, and the District website.
- 6) Assist Executive Director in preparing and implementing District Solid Waste Implementation Plan (SWIP) and other required documents.
- 7) Draft for Executive Director review all Requests for Proposals (RFPs) for program related services.
- 8) Implement and manage the District's Extended Producer Responsibility (EPR) Laws.
- 9) Prepare and submit annual SWIP, hazardous waste, and other reports in ReTrac as mandated by state requirements.
- 10) Design and implement ongoing multi-media public outreach campaign to inform residents, businesses, and institutions of the following preferred practices: waste reduction, materials diversion, environmentally preferable purchasing, and proper

disposal of hazardous materials, including pharmaceuticals. Public outreach should also raise awareness of provisions of the Vermont Universal Recycling Law, Act 148.

- 11) Design, manage, and implement the District's special waste and hazardous waste collections, compile data, and verify vendor charges in conjunction with Transfer Station and Compost Facility Operator.
- 12) Track and report diversion rate and disposal rate for the District as it pertains to the materials discussed in the Vermont's MMP.
- 13) Design and conduct surveys as required by Vermont's MMP.
- 14) Manage District solid waste hauler and property caretaker licensing registration.
- 15) Provide technical assistance for waste reduction at public and private events within the District. Work with haulers and event organizers on signage and collection containers to ensure anticipated adherence with landfill bans. Manage events that contract with the District to provide event waste reduction services.
- 16) Collaborating with food distribution networks, conduct outreach education to food service businesses regarding opportunities for donating food to feed people in the region.
- 17) Provide tours of District facilities to school groups and other organizations.
- 18) Manage the District's backyard compost bin program and other products for sale.
- 19) District activities via press releases, radio announcements, the District website, Facebook, and other media as appropriate.
- 20) Serve as a staff representative to District subcommittees, as pertinent to the functions of the position. Serve as District representative on state or regional committees, boards, and panels as directed.
- 21) Develop an annual work plan in collaboration with the Executive Director and Board of Supervisors.
- 22) Perform other related work as assigned.

JOB SPECIFICATIONS

- 1) Education/Experience: Bachelor of Science/Arts degree or equivalent work experience required. Experience in solid waste management preferred.
- 2) Knowledge and Abilities
 - a) Organizational skills for effective program design and implementation
 - b) Ability to work with individuals of all ages and in diverse occupations (students, teachers, residents, business owners, town officials, etc.)
 - c) Design, layout, and production skills to produce educational materials (brochures, posters, training materials, publicity, signs, how-to documents, etc.)

- d) Writing and editing skills for technical and educational documents
- e) Website design and management skills
- f) Oral presentation, teaching, and workshop leadership skills
- g) Program planning and management
- h) Critical thinking skills
- i) Proficiency with Microsoft Office Software
- j) Basic understanding of budgets and financial systems
- k) Ability to work independently, as well as cooperatively with a small team
- l) Ability to work on multiple and diverse projects on a regular basis

WORKING CONDITIONS: A standard office environment in a non-smoking office. Involves travel and attendance at meetings, including evening meetings and occasional Saturdays.

HOURS: This is a regular full-time position.

BENEFITS: Employee benefits per the District Personnel Policy.

CLASSIFICATION: Salaried, exempt.

SUPERVISOR: District Executive Director

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and abilities required to perform this job.



Windham Solid Waste Management District
 327 Old Ferry Rd, Brattleboro, VT 05301
 admin@windhamsolidwaste.org
 802-257-0272

Employment Application

Windham Solid Waste Management District (WSWMD) is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative for assistance. All information is kept confidential.

General Information:

Applicant Legal Name: _____

Complete Address: _____

Phone number: _____ Email: _____

Employment/Position:

Position applying for? _____

How did you hear of this position? _____

What days are you available for work? _____

What hours are you available for work? _____

If needed, are you available to work overtime? YES NO

If hired, what date could you start? _____

Salary/hourly rate desired? _____

Personal information:

Circle One

Are you a U.S. citizen or approved to work in the United States? YES NO

Have you ever applied or worked for WSWMD in the past? (If yes, when and what position did you hold) YES NO

Do you hold a valid CDL (Commercial Driver's License- A or B)? YES NO

Do you have any physical or mental condition that would require special accommodations? YES NO

Have you ever served in the military? Please indicate dates, branch, status, etc.? YES NO

Have you ever been convicted of a felony or misdemeanor criminal offense? (If yes, provide details) YES NO

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered)

Education & Training:

High School

Name	Location (City, State)	Year Graduated	Degree Earned

College/University/Trade School/Specialized Training

Name	Location (City, State)	Year Graduated	Degree Earned

Job Skills & Qualifications: (Please list skills & qualifications/trainings for the position you are applying- include light & heavy equipment experience, certificates held, safety trainings, emergency response trainings, CDL, etc.)

Previous Employment: (Please summarize the past 5 years of employment if no resume attached)

Employer Name	Telephone	Position Held	Dates of Employment

References: (Professional references preferred)

Name, Company Name	Telephone	Email

AT-WILL EMPLOYMENT

The relationship between you and the Windham Solid Waste Management District (WSWMD) is referred to as "employment at will." This means that your employment can be terminated at any time for any reason, with or without cause, with or without notice, by you or by WSWMD. No representative of WSWMD has any authority to enter into any agreement contrary to the foregoing "employment at will" relationship. You understand that your tentative employment is "at will". By signing below, you acknowledge that you've entered into this agreement with no guarantee of employment.

Applicant Signature: _____ Date: _____