

*Reviewed by Pol Per, Exec Comm
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Windham Solid Waste Management District

EXECUTIVE DIRECTOR

POSITION DESCRIPTION

Summary: The Executive Director is responsible for the effective and efficient management of the Windham Solid Waste Management District (WSWMD, hereinafter "District"), including its operations, programs, finances and employees.

1. Report to and work under the direction of the WSWMD Board of Supervisors.
2. Manage the day-to-day operation of the District facility, including waste handling, recycle and commercial compost.
3. Manage all financial aspects of the District, assisted by the Treasurer. This includes preparation of annual budget, monitoring of income and expenses, review of monthly reports and oversight of the annual audit.
4. Supervise all District employees as well as contractors, interns and volunteers. This includes implementing personnel policies, training, providing evaluations or job reviews, ensuring compliance with labor laws and making recommendations to the Board as to pay scales and compensation.
5. Ensure that the District is in compliance with all statutes and regulations pertaining to solid waste, hazardous waste, contracting, personnel and safety.
6. Manage contracts for services and materials, including RFP preparation, negotiation and legal review as required.
7. Identify and apply for supplemental revenue, such as grants and other sources of revenue for existing and/or expanding programs, in cooperation with other staff members.
8. Oversee the facility's maintenance and repair of equipment.
9. Work with legal counsel and represent the District in legal matters concerning the District.
10. Participate in Board and Committee meetings, assist with setting agendas and serve as staff representative in such meetings.
11. Identify goals and objectives for the District's Solid Waste Implementation Plan (SWIP) and ensure the execution of this plan.

12. Work with the Program Coordinator and the Outreach Coordinator, and other staff, to implement sustainable solid waste and recycling programs, provide website content and provide education to the public on waste reduction, recycling and composting.
13. Recommend improvements, changes and possible additions to the operation to the Board on a regular basis
14. Represent the District before town, regional and state boards, panels, committees and government agencies.
15. Represent the District at state and regional gatherings and conferences, such as the Northeast Recycling Conference, the Vermont Organics Recycling Summit and meetings of the Vermont Solid Waste District Managers Association.
16. Ensure that District insurance policies in all areas are appropriate, up-to-date and paid in a timely manner