

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 (the “District”), including its operations, programs, finances, and employees.

1. Report to and work under the direction of the WSWMD Board of Supervisors.
2. Ensure that the District is in compliance with all statutes and regulations concerning solid waste, hazardous waste, compliance contracting, stormwater, personnel, and health & safety, etc.
3. Implement the District’s Solid Waste Implementation Plan (SWIP) and ensure the execution of this plan in conjunction with staff.
4. Understand and advise on the financial affairs of the District and coordinate the annual audit in conjunction with the District Treasurer.
5. Ensure that District insurance policies in all areas are appropriate, up-to-date, and paid in a timely manner.
6. 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.
7. Manage contracts for services and materials, leases, public bids (RFP’s), negotiation and legal review as required.
8. Ensure the effective day-to-day operation of the District's facilities and services, including the Transfer Station, compost facility, the materials recycling facility, the household hazardous waste depot, overseeing the solar array, and the maintenance of District buildings, grounds, vehicles, and equipment.
9. Recommend improvements, changes and potential additions to the District’s operations to the Board as needed.

10. Be responsible for the management and supervision of all District employees, contractors, interns, and volunteers. This includes public communications, compliance with personnel policies and labor laws, employee training, performance evaluations, and making recommendations to the Board regarding pay scales and compensation.
11. Work alongside the Programs Coordinator, the Outreach Coordinator, and other staff, to implement all District programs, provide website content and provide education to the public on waste reduction, recycling, and composting.
12. Work with the District's legal counsel and be the District's representative in legal matters.
13. Participate in Board and Committee meetings, assist with setting agendas, and serve as the staff representative in such meetings.
14. Represent the District before town, regional, and state agencies, committees, and industry trade groups.

*Approved by the Board of Supervisors, 8/13/26