



City of Amesbury  
Department of Public Works

Job Description: **Waste Reduction Enforcement Coordinator**

**Overview of the Grant Program Goals**

- 1) To educate all waste generators (Residential, Commercial, and Industrial) in the City of Amesbury, helping them to understand why recycling is mandatory in the City of Amesbury and the State of Massachusetts.
- 2) Reduce trash set-out limits from 3-32 gallon barrels to 2-32 gallon barrels per household by January 1, 2016.
- 3) To reduce trash tonnage by 20 tons – on or before January 1, 2016
- 4) To increase recycling and corresponding recycling rebates to reduce funding needed for the disposal of trash.
- 5) To preserve the environment; increase the potential for jobs through reuse opportunities; to encourage businesses to grow in the reuse market; to continue educating generators of trash to reduce reuse and recycle as a way of life and to prepare for other waste bans in the future.

**Overview of WREC Position**

The goal of the Waste Reduction Enforcement Coordinator (WREC) is to increase recycling tonnage that is collected throughout the City of Amesbury whether it is generated by residents, Commercial or Industrial entities. This will be accomplished through an education and enforcement program to insure that all of Amesbury's waste generators are separating recyclables from trash to the fullest extent possible and placing them properly for disposal. The WREC will carry out enforcement activities in conjunction with an Outreach Campaign to notify residents, business owners and Industrial facilities of the City's intent to enforce mandatory recycling and explain the benefits of recycling to the community.

**Duties and Responsibilities**

The WREC will follow the City's MassDEP Implementation Plan (IP) dated April 30, 2014 to accomplish the goals outlined in the IP (stated in "Overview of the Grant Program Goals" above).

**Outreach and Publicity**

Manage the preparation and implementation of a communications plan that includes:

- Information on when the enforcement program will be introduced
- What communication tools will be used to announce the program (e.g. press releases, Municipal web site information, billing inserts, direct mail, sandwich boards, notices at community centers, public access cable TV announcements, etc.),
- Who to contact with questions about the program
- What is required to be in compliance
- What is considered non-compliance
- Why the program is being implemented

**Establish Baseline Information**

- Collect baseline trash and recycling information that will be used to benchmark the progress

of the recycling enforcement program. These efforts should provide a community wide comparative baseline and identify at least 3 routes where setout rates will be tracked by the WREC for the term of the grant contract.

### **Conduct Enforcement**

- Implement the enforcement procedures by conducting regular inspections of all routes
- Document the number of residents found in compliance and the number found out of compliance
- Between August 11, 2014 and December 31, 2014 contact and educate waste generators of their responsibility to recycle. Issue informational stickers to help generators of trash distinguish between trash and recycling and what is non-compliant
- After January 1, 2015 take appropriate enforcement actions for waste generators found to be out of compliance with the recycling program
- Issue trash/recycling fines (in accordance with the City's ordinances) to all generators of trash and recycling who fail to comply with the City's Trash and Recycling Ordinances
- Prepare TRASH/RECYCLING COLLECTION NOTICES to residents, businesses and condos associations for failing to COMPLY in the City's Mandatory Recycling Ordinance
- Other duties as assigned

### **Track and Report Results**

- Use baseline data, enforcement data, and subsequent recycling/solid waste tonnage to assess the quantitative impact of the enforcement program on the municipality's recycling program
- Conduct two follow-up trash and recycling set-out rate surveys for the 3 collection routes for which baseline set-out rates were established

### **Preferred Work Experience/Qualifications**

- Knowledge of waste reduction and recycling issues helpful.
- Knowledge of City of Amesbury's trash and recycling programs helpful.
- Are familiar with the names of roads and locations in the City of Amesbury helpful.

### **Minimum Qualifications**

- Applicant must possess a valid driver's license.
- Applicant must possess a reliable vehicle
- Proficiency in Microsoft Excel and Word functions
- Applicant must possess skills for learning new software quickly
- Good organizational and communication skills
- Ability to interact effectively with the general public

### **Other:**

- Hourly pay: \$15.00
- Position will report to: Laurie Pierce, Recycling, Compost and Waste Coordinator for the Department of Public Works, City of Amesbury, 39 south Hunt Road
- The City of Amesbury will reimburse for mileage incurred executing these responsibilities
- This is a contract Position with no benefits
- Subject to availability of funds from the contract with MassDEP – term potential is from August 11, 2014 –June 30, 2016