

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

We value and expect excellent customer service as well as
teamwork and cooperation among all employees.

MISSION STATEMENT

(adopted by Board of Supervisors, January 1996)

The Addison County Solid Waste Management District is a union municipality that exists to cooperatively and comprehensively address the solid waste management interests of its member municipalities. The mission of the District is to:

- ◆ promote waste reduction and pollution prevention;
- ◆ maximize diversion of wastes through reuse, recycling, and composting;
- ◆ provide for the disposal of remaining wastes; and
- ◆ seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.

Job Description

PROGRAM MANAGER

REPORTS TO: District Manager

BASIC FUNCTION:

To design and implement education, waste reduction, reuse, recycling, composting, pollution prevention and special waste diversion programs to help individuals and businesses in member municipalities effectively reduce and manage waste. To manage the HazWaste Center. To promote District facility and program compliance with state and federal laws. To coordinate the health & safety training of staff and assist the District Manager in developing policies and procedures that promote safe facility operation.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Characteristic duties include, but are not necessarily limited to:

- **Program Development:** Initiate and implement programs promoting waste reduction, reuse and recycling, composting, and safe management of hazardous wastes. Includes research of programs in other regions as well as independent development of new ideas. Develop, write and track progress of program proposals to state, federal governments, private non-profit and for-profit organizations, agencies and businesses. Participate in auditing programs to monitor compliance with District recycling and composting ordinances.
- **Hazardous Waste Program Management:** Manage and track Household Hazardous Waste (HHW) and hazardous waste accepted from Very Small Quantity Generators (VSQGs). Coordinate HHW/VSQG collection program, including but not limited to management and oversight of the HazWaste Center. Ensure proper and safe handling, labeling and manifesting of regulated and unregulated hazardous waste. Develop and periodically revise service provider contracts. Coordinate satellite HHW collection events and remote collection of universal wastes at area recycling facilities, if applicable. Assist Transfer Station (TS) staff in responding to abandoned hazardous waste incidents and incidental releases of hazardous materials. Maintain compliance with SARA Title III regulations. Participate in auditing programs to monitor compliance with state and federal rules and regulations, as well as District ordinances and policies.

- **Operational Training and Safety Programming:** Assist with maintaining and updating the District's Environmental Health & Safety Plan, the Emergency Response Plan and the HazWaste Center Operations Plan (in the Transfer Station Certification). Oversee and ensure HAZCOM, RCRA, PPE and other required health & safety training for District TS and HazWaste Center employees. Facilitate and schedule training programs. Work with District Manager and TS Supervisor to ensure the safe operation of District facilities and programs.

- **Interregional Activities:** Communicate with hazardous waste, waste reduction, recycling and composting professionals in other regions on a regular basis. Collaborate on special projects and subcommittees with VT Agency of Natural Resources and other districts and alliances. Serve as a member of the VT Product Stewardship Council and the Product Stewardship Institute.

- **Assist District Manager** in areas such as (but not limited to):
 - **Services for Member Towns.** Improve town programs and coordinate local workshops. Offer periodic training for volunteers.
 - **Policy Development** regarding regulated materials and implementation of new programs.
 - **Annual Program Evaluation.** Compile statistics on recycling participation and diversion, including contact with haulers, towns, and businesses.
 - **Mandatory Recycling.** Maintain inventory and manage distribution of blue boxes, X-frames, composters and compost buckets. Maintain public awareness through education (above). Supervise inspection process.
 - **SWIP and Annual SWIP Reports.** Assist with gathering and analyzing data for rewriting the SWIP and providing annual SWIP Reports. Work with the District Manager and Board of Supervisors (Board) to develop performance goals and measurements to comply with the State Materials Management Plan. Enter data quarterly into the ReTrac system.
 - **Illegal Disposal.** Assist in implementing the Illegal Burning & Disposal Ordinance. Prepare public information materials as may be necessary.
 - **Grant Writing and Administration.** Assist in procuring waste reduction and HHW-related grants, writing applications, administering and tracking programs, and reporting.
 - **Budget Preparation.** Assist in preparing program portion of annual budget.

PARAMETERS OF JOB:

Reports to District Manager but generally receives minimal daily supervision. Program development, budget allocations and policy decisions require the approval of the District Manager and/or Board. Supervision of staff duties involved in the operation of the HazWaste Center is required. Supervision of college interns and ECO AmeriCorps members may be required. Coordinate efforts with the Public Outreach Coordinator, delegating specific outreach tasks as needed.

MINIMUM QUALIFICATIONS:

- Education – Bachelor's degree or higher in a biological-life or physical science, engineering, planning, sustainability, a social science, data science, or an environmental or natural resources field.
- High degree of motivation, creativity, and persistence in developing and implementing new ideas and in finding solutions to problems.

- Ability to read and understand hazardous waste rules and regulations and to apply them to daily practice.
- Excellent written and verbal communication skills. Proven ability to write and design educational materials and make effective public presentations to a wide variety of groups.
- Ability to work collaboratively with diverse audiences (staff, haulers, local and state officials, facility managers, and general public).
- Flexibility to work occasional nights and weekends as programs and projects require.
- Ability to operate a PC with proficiency; desktop publishing and social media experience is a plus.
- Ability to lift 40 pounds and stand for extended periods of time (during special events).
- Ability to obtain 24-hour HAZWOPER training, RCRA training and DOT training, including ability to be respirator fit-tested.
- Ability to obtain a VT Weigh Master's License and provide backup assistance to the TS staff.
- Must have valid VT Driver's license or ability to obtain one within the first month of employment, and a reliable personal vehicle to be used for attending events, inspecting facilities and delivering materials. Ability to occasionally drive an 18-foot box truck a plus (CDL not required).