



**Job Title:** Program Coordinator

**Reports to:** Operations Manager/Assistant to the General Manager

**Date prepared:** 01-15-2021 (approved by Executive Board – 01-19-2021), Rev. 03-02-2022

**Prepared by:** Lisa Liotta, General Manager

### **Position Description**

The Central Vermont Solid Waste Management District operates a variety of collections and programs that include the Additional Recyclables Collection Center, Household Hazardous Waste Collections, and special collections. This position focuses on supporting those collections and programs. The Program Coordinator (PC) is responsible for assisting with coordinating activities for all these programs. Responsibilities may include, but are not limited to: providing staffing; training of staff, volunteers, and contract workers; site maintenance, safety and improvements; oversight of daily operations; developing and maintaining good working relationships with contractors servicing District facilities/events, and adherence to District policies and procedures. The PC may be required to work in the field, to cover for an existing employee, or fill in while positions are vacant.

**Salary Range:** This position is compensated at Grade 4 in the CVSWMD Compensation Plan.

### **Typical duties**

- The PC may mentor and schedule field staff, contract workers, and volunteers at all field facilities and programs. S/he serves the District as a liaison between management and field staff, and regularly assesses and presents the needs of Field Staff in areas of training, equipment, and facility improvements to management. The PC is required to work at collection events, and when needed, will substitute for existing staff or fill in when positions are vacant.
- The PC assists with facilities and programs that adhere to: VOSHA and OSHA guidelines; federal, state and local requirements for facilities, personnel and waste handling; and, District policies and procedures. The PC will assist in reviewing and updating operations manuals and an emergency procedure manual for all facilities or sites at least annually and conduct periodic drills and evaluations when necessary.
- The PC will assist the Operations Manager/Assistant to the General Manager in ensuring that operations are consistent with District goals and operate within the specified annual District budget.
- Conduct work in keeping with the terms and conditions of all contract arrangements for field sites and programs and regular contact with haulers, transporters and other vendors servicing these operations is an integral component of the PC's work. It is his/her responsibility to hold these entities accountable to agreements with the District, and to advise management if/when terms and/or conditions require updating or when there may be a violation of agreements.
- The PC is expected to become and remain familiar with all permits, rules, regulations, and requirements applicable to recycling, organics collection, and hazardous waste handling operations, and other field facilities or programs the District may engage in, and to provide on-site mentoring and training to staff and volunteers.

- The PC will work closely with the Operations Manager and Facility Manager. This may result in requests to assist in managing specific program activities such as: collecting and reporting of program and field programs data; and working with other District staff to determine the type, level, schedule and method of collecting and reporting.
- The PC will attend District office and field staff meetings and, if required, Board meetings and meetings of assigned outside groups. Some may occur during evening hours, and may require travel to locations outside the District. The PC must be able to speak well in public, adequately express the mission and goals of the District, and conduct themselves well in a public setting, even when there may be controversy present.
- The PC will assist in identifying marketing needs for district programs and offer input regarding marketing and advertising as requested.
- Assuring the safe operations of the District's collection programs is a specialized area of responsibility for the PC. At HHW collection events, the PC is responsible for being familiar with and meeting the requirements of facility permits; interactions with adjacent site staff /owners/operators; coordinating appointments; assisting the contractor by serving as the primary contact with the public; providing reports as may be necessary to various government agencies; ensuring compliance with local, state and federal regulations; conducting inspections of the facility as required under the District permit; and, ensuring routine maintenance of inventory at the facility and the facility itself.

## Required Knowledge, Skills, and Abilities

- Strong organizational and interpersonal communications skills are needed. Presentation and public speaking skills are a plus. Experience working with the general public in a service-based situation is required.
- The PC will be able to read, research, comprehend, follow and produce complex written and verbal instructions and documents. They will also be able to produce professional business documents such as correspondence, emails, memos and reports.
- They will understand basic mathematical processes necessary to produce reports, review and verify invoices, ascertain status of individual project budgets and line items and project annual budget requirements and supervise and handle cash transactions as needed.
- The PC must have sufficiently good physical health and strength to perform the job: working out of doors, standing for long periods of time, and to lift and carry up to 50 lbs.
- This position requires a self-motivated individual capable of independent work and collaborative and team endeavors. Familiarity with team management, principle-based management and a collaborative process is a plus.
- Computer proficiency and competence with Microsoft Office Suite and Microsoft Excel in particular is required. The PC will have a strong attention to detail.
- Drives box truck to deliver and collect materials in support of District programs.
- Operates equipment on vehicle to load, unload, or disperse cargo or materials.

- Assists in loading and unloading truck manually and by using Walkie Stacker power lift.
- A Valid driver's license and a reliable source of personal transportation are necessary.
- A criminal background check will be required.

## Education and Experience

- A High School diploma or GED is required for this position; a Bachelor's degree is preferred.
- Experience in the fields of solid waste or environmental management or resource conservation is preferred.
- Hazwoper-24 (or the ability to successfully complete course certification) is required prior to first collection event; Hazwoper-40 preferred.
- Experience in customer service or work that involves interaction with the public is required.

## Working Conditions

Work is performed both in an office environment, at District facilities, and in the field at event locations. Local and regional travel is required. Some work is done outdoors in all types of weather. Availability on Saturdays is regularly needed. The PC will need to be in a physical condition sufficient to: repeatedly walk up and down stairs, lift heavy containers and items and maneuver in and out of tight spaces. The PC will also need to deal with the public in sometimes-stressful situations. This position requires response to emergency situations according to District protocol. Specialized training is required for this position. The District will make available the funds and opportunities for the PC to attend such training programs and expects that s/he will acquire the skills needed to perform duties in a manner that meets all requirements, regulations, and standards established by federal, state and local jurisdictions.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

**Central Vermont Solid Waste Management District is an equal opportunity employer.**