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## **Job Description: Recycling Education and Compliance Officer**

### **Released November 28, 2018**

#### **Overview of Position**

The South Shore Recycling Cooperative is an independent government organization comprised of fifteen Member Towns ("Towns"). Eight Towns provide drop off trash/recycling (transfer stations), six offer curbside collection of trash with single stream recycling, and one permits several private haulers.

The Recycling Education and Compliance Officer ("RECO") position is a temporary staff position to complete a grant project funded by MassDEP. The current RECO is now available to work only on evenings and weekends, but much of the work needs to be done during the week. We seek an experienced person to help complete the project, which will entail about 400-450 weekday hours between time of hire and May, or sooner if feasible.

The grant goals are to provide technical assistance, outreach and monitoring of compliance with recycling rules in each participating town, with a goal to either:

1. Increase the proper recycling of paper, cardboard, bottles, and containers (PCBC) by residents
2. Reduce the amount of contamination in the PCBC stream by residents, or
3. Improve compliance of private haulers with local recycling requirements in our participating Towns' curbside and dropoff solid waste programs.

Each Town has selected one of the goals on which to focus. Initial work in the majority of towns has been completed, with some follow ups remaining.

#### **Duties and Responsibilities**

Hauler regulation enforcement: The RECO began working with the Health Departments in three towns to assist them with enforcing recycling requirements on private haulers. 75 hours has been budgeted to do this, ideally by January.

Reduction of contamination in recycling: In the initial phase, the RECO worked with participating Towns to do advance publicity about proper recycling and the Towns' intent to enforce it. She then provided direct feedback to residents. In curbside towns, this involved tagging and recording noncompliant carts for noncollection. In dropoff towns it involved observation and face to face interactions, and recording license plate numbers of violators who fail to comply with friendly instructions. The RECO reported violators to Towns, and assisted Towns with enforcement actions.

One drop-off town remains for this phase to be completed.

Follow up assessments still need to be completed in three drop off towns and four curbside towns.

A proposed workplan is attached.

**Preferred Work Experience/Qualifications**

- Experience in waste or recycling industry
- Experience working directly with the Public
- Experience in public outreach
- Self starter (though guidance and support will be provided)
- Works well with little supervision

**Minimum Qualifications**

- Valid driver's license
- Reliable vehicle with evidence of insurance
- Knowledge of basic computer spreadsheet and text document functions
- Good organizational skills
- Outgoing, friendly, able to interact effectively with the general public
- Bachelor's degree or 3 years relevant experience

**Other:**

Hourly pay: \$21, negotiable based on experience

Hours: mostly weekdays, variable/flexible

Mileage reimbursement at federal rate for miles driven within service area.

State and Federal Holidays (hours/holiday based on average daily hours worked the previous month)

Completion bonus equivalent to 20 hours pay.

The SSRC will cover employer taxes, and provide worker's compensation, outreach materials, and safety equipment.

Health insurance is not provided.

CORI authorization and references required for finalists

RECO will report to: Executive Director, South Shore Recycling Cooperative

Submit cover letter and resume to Claire Galkowski, [director@ssrcoop.info](mailto:director@ssrcoop.info) by 5 pm Dec. 11, 2018.

Position is funded through a grant from MassDEP.

## **Work plan:**

### **Training and preparation**

Review grant project materials, methods and results completed to date with current RECO. Attend SSRC Board meeting. Become familiar with the RecycleSmartMA.org website, which is based on the Recycling IQ Kit graphics we are using for this project.

### **General "schedule"**

All outdoor work is weather permitting.

**Curbside:** In the follow up week remaining for each curbside town

- coordinate with the recycling route driver and town official to review route, timing and action.
- drive/walk ahead of the curbside collection vehicles beginning at 7:00 am 2-3 weekdays. The routes have been established in the first phase, and must be followed for comparison.
- Perform a visual inspection of each recycling cart
- Staple tags indicating the unacceptable items to carts containing visible bags, food, liquids, tangles or other
- Turn cart sideways so the collection truck doesn't empty it. After noon, the RECO compiles the information and reports back to the office in charge of solid waste.
- Note the address

The following towns need follow up on the following days:

- Middleboro (MWF)
- Norwell (TWF)
- Rockland (MT, possibly 2 weeks)
- Whitman (WThF)

### **Dropoff:**

Scituate is the only dropoff that needs the full initial intervention.

Work with DPW to prepare and implement a communications plan that includes:

- when the education and compliance program will be introduced
- what communication tools will be used to announce the program (e.g. press releases, municipal web site information, billing inserts, sandwich boards, notices at community centers, robo calls, etc.),
- who to contact with questions about the program
- what is considered non-compliance
- what may result from noncompliance

Observe and educate 3 days/week, 7-8 hours/day for 4 weeks, including at least 1 weekend day/week.

- "Train" TS staff. Provide signage at disposal or recycling area.
- Monitor materials deposited for compliance;

- provide educational materials and explanations to residents about proper disposal and recycling
- record license plates of stubborn violators
- help DPW with violation letters.

Follow up one-day weekend transfer station assessments in:

- Duxbury
- Hanson
- Kingston
- Scituate (spring)

Corroborate results with recycling facilities

**Private hauler recycling enforcement (BOH/DPW) in:**

- Hull
- Kingbury
- Plymouth

We budgeted several hours each for Hanover and Weymouth, but they wouldn't commit to following up on enforcement actions.

### **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.
- Visit addresses served by private haulers that had been in noncompliance to ensure compliance has been achieved.