

JOB VACANCY # JV 2016-42 (Sustainability and Solid Waste/Recycling Manager)

POSITION:	Sustainability and Solid Waste/Recycling Manager
DEPARTMENT/DIVISION:	Public Works/Operations-Solid Waste/Recycling
CLASSIFICATION:	Management
POSTING DATE:	October 17, 2016
SALARY RANGE:	\$55,000-\$61,200

Qualified, interested candidates must **submit a current resume application** to the Human Resources Department. Email: jobs@readingpa.gov

The Sustainability and Solid Waste/Recycling Manager is responsible for creating and managing a comprehensive sustainability plan and program as well as expanding and managing the existing multi-faceted solid waste/recycling plan and program that serves residential and commercial properties and all city-owned facilities. Additionally, this individual serves as the City's representative for environmental groups, committees, organizations and as the liaison to Reading School District. These programs are mandated and partially funded under the PA Municipal Waste Planning, Recycling and Waste Reduction Act of 1988, ACT 101, P.L. 556.

POSITION SUMMARY: **SUSTAINABILITY MANAGER**

The Sustainability Manager will lead the development and execution of a broad-based, city-wide sustainability initiative and strategic performance plan for the City of Reading that addresses current goals, best practices, and moves the city towards the next step of a more economically, socially, and environmentally sustainable future.

- Collaborate with all City Departments to
 - Review and assess current sustainability services and programs and evaluate them for best practices, duplications, or overlapping programs.
 - Build sustainability principles into short and long-range operations including green purchasing, energy conservation, alternative waste initiatives, green building, resource and water conservation, greenhouse gas reduction, renewable resources, government funding, and environmental reporting metrics.
 - Evaluate, enhance, and develop metric systems that monitor and assess progress towards achieving performance goals at all appropriate organizational levels. Reference other existing, third party standards such as ISO 9001, ISO 14001, and ISO 37120 as applicable.
- Enable city administrative leadership to make informed decisions that focus on optimizing economic, social, and environmental impacts of sustainability program initiatives by
 - Performing complex forecasting and cost/benefit analyses
 - Providing oversight and direction of research and analysis of city and community sustainability needs to determine program direction and goals.
 - Monitoring emerging trends, programs and issues and communicating and educating them on sustainability topics as needed.
- Serve as the central point of contact for any and all interfaces on the topic of sustainability.
 - Explain and justify department programs, policies, and activities
 - Negotiate and resolve significant and controversial issues pertaining to sustainability.
 - Respond to and resolve sensitive inquiries, complaints and issues from both internal and external sources.
- Develop and implement educational programs that inspire the community to embrace sustainability practices and change the thinking, behavior and practice of individuals, organizations and government to a focus on sustainable development.

- Advance progress on the City of Reading's existing certifications and rankings from STAR Communities, PML Sustainable Communities, Bicycle Friendly Community, and Municipal Equality Index and pursue additional certifications in alignment with City priorities.
- Any other sustainability duties and tasks assigned by the Director.

SOLID WASTE/RECYCLING DIVISION MANAGER

The Solid Waste/Recycling Division Manager will take a lead role in improving and expanding the city's solid waste, recycling and alternative waste initiatives and programs to provide the citizens of Reading with cost-effective, environmentally sound and safe solid waste management services.

- Establish and oversee a City wide solid waste/recycling education and communication program.
- Serve as the central point of contact for any and all interfaces on the topic of solid waste.
 - Meet with and provide information to business owners, residents, community organizations and all other relevant constituents to generate an awareness of and to promote solid waste, recycling and alternative waste programs.
 - Interact with recycling agencies and/or companies to create new markets for waste products.
 - Attend meetings and conferences to keep abreast of trends in solid waste, recycling and related government legislation.
 - Enforce solid waste/recycling ordinances by coordinating with Codes office to issue citations.
 - Assist local businesses with application for environmental grants which may be available to them.
- Enable city administrative leadership to make informed decisions that focus on optimizing economic, social, and environmental impacts of solid waste programming initiatives by
 - Managing and overseeing pertinent contractual obligations.
 - Create technical specifications for services and supplies associated with all aspects of the solid waste/recycling and related programs.
 - Preparing volumetric and financial status reports.
 - Maintain financial records of the trash and recycling funds.
 - Develop budgets to determine recommendations for annual trash and recycling fees; prepare annual budgets.
- Serve as the central point of contact for governmental agencies and elected officials.
 - Continue relationship with DEP to stay current on all new laws and regulations.
 - Monitor the Act 101 Compliance reporting requirements regarding recycling and send annual reporting forms and agreements to all commercial establishments to verify compliance and gather information to be submitted to the Department of Environmental Protection (DEP).
 - Prepare information received from commercial establishments and residential recycling program for annual performance grants which offset the collection cost involved in our mandatory residential program.
 - Research and prepare grant applications through the DEP and others for funding of capital equipment and operating needs for the City.
 - Meet periodically with the District Judges to discuss solutions in dealing with illegal dumping and problem properties.
- Administer program to facilitate clean-up of properties in a timely and economic manner.
 - Work closely with Reading Beautification, Inc. (RBI) in the coordination of the neighborhood clean-ups, public education and encouragement of public participation in clean-up activities.
 - Work closely with the City Clean City Initiative and Graffiti Abatement program. May be assigned to oversee these programs.
- Other solid waste/recycling duties as assigned by the Public Works Director, Managing Director or others.

MINIMUM QUALIFICATIONS:

Educational Requirements

- A Bachelor's Degree from an accredited four-year college or university or the ability to acquire said degree within two years of hire is required. Approved major coursework shall be in Business Administration, Public Administration, Economics, Environmental Management, Environmental Science, Environmental Engineering, Urban Planning, Architecture, or another sustainability and/or solid waste/recycling related field.

- Willing and capable to acquire some combination of Professional Recyclers of Pennsylvania, Solid Waste Association of North America and/or related certifications within two years as approved by the Director of Public Works.
- Must have or be able to qualify for a criminal history clearance Act 31/Act 34, and child abuse clearance /Act 151.

Experience

- A minimum of 4 years of sustainability related experience with a preference of at least 2 years in a managerial capacity is highly desirable. He/she will need to demonstrate superior project management skills and have the ability to effectively develop and define a sustainability plan for the City of Reading.
- Three years of work experience directly dealing with solid waste/recycling program management and clean city coordination is also highly desirable.
- Bi-lingual (English/Spanish) is a plus.