



Position Title: <u>Recycling Manager</u>	Department: <u>Administration</u>
FLSA Status: <u>Exempt (Salary)</u>	Reports To: <u>CEO</u>
Effective Date: <u>February 2024</u>	Working Status: <u>Full Time</u>

Job Summary:

The Recycling Manager plans, administers, and evaluates DCSWA's Recycling Program as described in the Delaware County Municipal Waste Management Plan. Recycling management includes understanding recycling markets and the impact on Delaware County's programs, providing technical assistance to local municipalities, marketing recyclable commodities managed by DCSWA, research and data management, grant preparation and administration and general promotion of the program within the community.

Job Responsibilities:

- Advance DCSWA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Understand and stay abreast of all municipal, county, state, and federal solid waste guidelines to ensure DCSWA's Recycling Program adheres to all applicable legislative policies and regulations.
- Research recycling trends, development opportunities and other relevant programs in the industry and report to the CEO in order to inform the recycling program component of the overarching DCSWA strategic priorities. Manage
- Plan, develop and administer the Recycling Program budget, goals, and objectives to ensure the program is aligned with DCSWA's operational procedures and strategic priorities.
- Assist municipal officials and staff in the development and evaluation of local recycling programs, including a) preparation of waste and recycling collection contracts and implementation documents; b) understanding local impacts of national and global recycling trends, and c) promotion of recycling in municipalities without programs in order to achieve county-wide increased recycling goals.
- Manage Delaware County's Recycling drop-off locations; associated vendors/contracts; updates and submits of the Municipal Waste Management Plan and manages related ACT 101 requirements.
- Plan, coordinate, and host household hazardous waste disposal events in the community.
- Provide recycling education and technical assistance to commercial, industrial, and institutional facilities in order to improve their knowledge and to comply with regulatory requirements.
- Foster relationships with waste haulers and understand recycling markets to help DCSWA guide collection trends impacting the marketability of recyclable materials.
- Work with staff and/or consultants to market information about recycling and generate awareness in the community. Activities include, but not limited to, development of educational programs for schools, civic organizations, and the general public to support DCSWA's public education and outreach efforts.
- Complete grants, reports, and projects by required deadlines for municipalities in Delaware County to support municipal recycling programs.
- Accurately summarize and interpret data and use to enhance Recycling Program.
- Actively promote recycling as a part of the management of municipal solid waste.
- Ensure DCSWA's website is updated with current recycling program information.
- Project a positive image of all aspects of DCSWA in order to achieve trust and respect from the community.
- Support a culture of safety by performing all responsibilities in accordance with DCSWA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Performs other duties as assigned.



Education, Training, Certification or Experience:

- Bachelor's Degree in environmental science, business or related field, with 5-7 years of experience in similar position or related field, or a comparable combination of education and experience.
- Ability to acquire and/or maintain 30-hour Professional Recyclers of Pennsylvania (PROP) Certified Recycling Professional (CRP) Certification.

Technical competencies:

- Excellent public speaking, verbal and written communication skills.
- Excellent communication and interpersonal skills.
- Good organization and time management skills.
- Strong computer skills
- Knowledge of DCSWA Rules and Regulations, Delaware County Municipal Waste Management Plan, Act 101 and related solid waste/recycling regulations.
- Strong analytical and problem-solving skills.

Behavioral Competencies:

- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the market; for example, is aware of what current competitors are doing.
- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, strives to meet challenging goals; for example, setting ambitious, but realistic goals for performance improvement (for self and/or own team).
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems.
- **Approach to Thinking:** Thinks through situations of varying degrees of complexity and ambiguity, in order to understand them clearly. Specifically, sees multiple relationships; for example, identifying several likely causes or consequences of a situation.
- **Collaborative Influence:** Win the hearts and minds of others across boundary collaborations and to do the right thing, regardless of formal authority. Specifically, facilitates short-term teaming; for example, pulling together individuals to team around a problem, crisis, or opportunity.

I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.

Employee Name: _____ **Signature:** _____ **Date:** _____

Manager Name: _____ **Signature:** _____ **Date:** _____