

TOWN OF PORTSMOUTH, RI
WASTE AND DIVERSION MANAGER

Department:	Solid Waste & Diversion
Reports to:	Director of Public Works
Supervises:	Transfer Station Gate Attendants
Position Status:	Non-Exempt
Union/Non-Union:	Non-Union

Position Summary/Purpose:

The Waste and Diversion Manager is responsible for overseeing the Curbside and Transfer Station programs for both Portsmouth and Prudence Island, focusing on the implementation of residential recycling and green waste initiatives for the Town. This role emphasizes public education and outreach, while also supporting recycling and green waste efforts across various divisions, departments, agencies, and governmental entities. The manager is expected to exercise significant independent judgment in administering and managing the trash, recycling, and diversion programs, and is accountable for enhancing the efficiency and effectiveness of all areas under their supervision.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Interprets and applies federal, state, and local policies, procedures, laws, and regulations related to trash, recycling and diversion materials.
- Contributes to the development of trash and recycling goals and objectives; assists in creating policies and procedures related to the Transfer Station and Curbside Collection.
- Develops and implements programs to increase awareness among citizens and businesses about the importance of diverting recyclables from the waste stream and coordinates recycling events.
- Research ways to improve the economic feasibility of recycling and diversion services.
- Coordinates recycling efforts for the Curbside program and Town Transfer Stations.
- Prepares, manages, and monitors the department's operating budget, providing cost estimates for budget recommendations related to trash, recycling and waste diversion programs, including advertising/educational materials, container types and sizes, and impacts on annual tonnage expenses.
- Presents the budget to the Director of Public Works/Town Administrator and addresses any questions from the Town Council and the Solid Waste/Recycling Committee as needed.
- Conducts regular and special studies; collects and analyzes data; records and presents findings and recommendations to the Director of Public Works/Town Administrator and Solid Waste/Recycling Committee.

- Collects and processes weight data from the Rhode Island Resource Recovery Corporation (RIRRC) for Curbside collection and the Portsmouth and Prudence Island Transfer Stations.
- Reconcile the Transfer Stations and Curbside Collections receipts with stickers sold.
- Prepares annual reports for RIRRC on the Town's diversion efforts and prepares and submits R.I. DEM reports and permits.
- Presents annual reports to the Town Council and provides updates on yearly sticker costs.
- Provides ongoing education to Town staff and the public via the Town's website, social media, direct mail, cable public access channel, and other available channels.
- Performs all work in a safe manner, adhering to established safety practices.
- Reliable availability is essential for this position, including attending occasional evening and weekend meetings.
- Writes, tracks and submits all documents needed for grants along with requests for proposals (RFP) related to solid waste and recycling.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Preference to candidates with a bachelor's degree in business, Earth Science, Government, or Education, plus three to five years of increasingly responsible customer service and two years of managerial experience; or any equivalent combination of education, training and work experience.

Special Requirements: None

Knowledge, Abilities Skills:

- Knowledge of federal, state, and local policies, procedures, laws, and regulations related to trash, recycling and diversion.
- Ability to organize and coordinate community recycling groups through effective program planning and implementation.
- Ability to collect both manual and computerized data and prepare clear, concise statistical and narrative reports.
- Ability to prioritize tasks, meet deadlines, and assist in implementing municipal trash, recycling, and diversion programs.

- The ability to build and maintain cooperative, diplomatic relationships with governmental agencies, the media, and the public to ensure effective customer service.
- Strong oral, written, and interpersonal communication skills.
- Ability to speak confidently in public and deliver speeches and educational presentations.
- Strong dispute resolution skills.
- High level of customer service skills.

Supervision:

Supervision Scope: Performs a wide variety of routine, technical and administrative responsibilities requiring knowledge of automated and manual collection of data regarding trash, recycling and diversion materials. Performs responsibilities requiring independent judgment and initiative. Schedules and supervise gate attendants at both the Portsmouth and Prudence Transfer Station.

Supervision Received: Works under the direction of the Director of Public Works; provides information to the Solid Waste/Recycling Committee upon request.

Supervision Given: Gate Attendants

Job Environment:

The position involves both technical and administrative work performed in moderately noisy conditions, with frequent interruptions throughout the day from the public and Town department staff, either in person, by phone, email, or fax. Fieldwork is conducted in very noisy environments at the Transfer Station and during Curbside collection monitoring, often in adverse weather conditions. Educational sessions may also take place in noisy crowds.

The role requires the use of an automobile and operation of various office equipment, including computers, calculators, copiers, scanners, fax machines, and other standard office tools.

Constant interaction with the public is necessary to address residents' questions and complaints. There is also frequent contact with department employees, other Town departments, vendors, municipalities, and State agencies. Communication occurs regularly in person, by phone, fax, email, and in writing.

Errors in judgment or omissions may lead to service delays, financial loss, rework, and potential liability.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Work in high, precarious places	X			

Work with toxic or caustic chemical		X		
Work with fumes or airborne particles		X		
Non-weather related –extreme heat/cold	X			
Work near moving mechanical parts		X		
Risk of electrical shock	X			
Vibration	X			

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking			X	
Sitting			X	
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms		X		
Tasting or smelling	X			
Bending, pulling, pushing		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)