

Town of Shutesbury

Job Title:	Recycling Coordinator
Department:	Public Works/Property
Reports To:	Town Administrator
Grade Classification:	n/a
Hours:	2-6 per week
Salary Range:	Stipend
Hiring/Appointing Authority:	Selectboard
Job Description Approved:	July 2001
Reviewed:	November 2006
Revised:	December 2009
Revised:	November 2023
Revised:	March 2025

Position Summary:

Maintains regular contact with the Town Administrator, handles any questions, complaints or concerns received directly from town residents regarding recycling and trash collection. The position involves the sharing of information and duties with the Town Administrator, Recycling and Solid Waste Committee (RSWC) Chair, and committee members.

Essential Duties and Responsibilities:

The coordinator performs the following duties:

- Maintains weekly direct contact with route drivers as necessary and troubleshoots pickup issues
- Responds to questions and comments sent to the RSWC email
- Writes annual grant for regional recycling opportunities
- Delivers trash bags to Town Hall and Leverett Village Coop as needed
- Drafts and creates Town quarterly newsletter articles
- Picks up replacement recycling bins from regional location annually as needed
- Annually contacts Leverett Transfer Station manager to acquire allotment of LTS stickers for sale by the RSWC
- Coordinates Shutesbury participation in the annual Household Hazardous Waste collection day hosted by Amherst.
- Participates in State DEP webinars and live information sessions
- Works collaboratively with Town Administrator and RSWC Chair
- With RSWC Chair, coordinates trash bag distribution
- Monitors Town Hall recycling of universal waste and arranges pick ups
- Works collaboratively with RSWC and the community to increase recycling in Shutesbury
- Coordinates/distributes information to the Committee
- Works with the RSWC and Town Administrator to prepare RFPs for trash/recycling hauling companies and participates in interviews with said companies every few years
- Performs roadside checks of materials and rejection of materials if necessary

Supervisory Responsibilities:

NA

Education, Experience, License Requirements:

* No educational or licensing requirements

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must occasionally lift and/or accomplish the moving of up to 40 pounds.
- While performing the duties of this job, the employee is regularly required to stand and walk; use hands to finger, handle or feel objects, tools or controls; reach with hands or arms and talk and hear.
- Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

Selection Guidelines:

The duties listed above 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.

This job description does not constitute an employment agreement between the employer and employee and is subject to revision by the employer if there is a change in the needs of the employer and requirements of the job.

Affirmative Action:

The Town of Shutesbury is an Equal Employment Opportunity/Affirmative Action Employer.