

Monitoring and enforcing mandatory recycling intern:

Position Overview:

Increase education regarding the City of Salem's municipal curbside recycling program. This is accomplished through an education and enforcement program to insure the City's residents are separating recyclables from trash to the fullest extent possible, and placing them curbside for collection. This position will carry out an outreach campaign in addition to enforcement activities to notify residents of the City's intent to enforce mandatory recycling and explain the benefits of recycling to the community and the environment.

- Manage SeeClickFix daily for missed trash, recycling, yard waste and other related issues
- Monitor enforcement and education by monitoring each route weekly
- Issue correspondence and potential fines (in accordance with the local City ordinance) to homeowners who fail to comply with Mass DEP waste bans
- Daily interaction with WM Lead Driver, regarding issues such as missed pickups, chronic issues and unique situations
- Maintain files, such as serial numbers, cart quantities, route issues
- Initiatives such as downtown trash, TV's on curb, carts left on sidewalk, move outs, construction debris, illegal dumping, use of wrong carts...one issue that may grow is people leaving bulky items out without appointment
- Field trips to assess access/space of carts to curb, talk to residents about use of carts (especially older citizens and those with health/disability issues) and other issues that come up daily, taking photos and interacting with BOH and DPS.
- Search for bins that have been taken by other residents using serial numbers (must do on trash day before 7am)
- Along with Business Manager, primary contact to discuss concerns with residents, landlords, businesses about quantity of trash/recycling carts received and whether private/public
- Manage process of delivering and removing carts with DPS, setting route and assigning recycling cart colors and also works with DPS for those picking up carts to insure only approved and tracked
- Neighborhood and condo association meetings and SATV continuing education
- Other duties as assigned

Preferred work experience/qualifications:

Knowledge of waste reduction and recycling issue

Knowledge of City of Salem's programs

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

Valid driver's license and working car

Proficiency in Microsoft Word and Excel and Outlook

Good organizational and communication skills

Hours:

6:30 am -11 am daily (or longer); occasional weekend or evenings

Compensation:

For academic credit, or negotiable hourly rate

This is a contract position with no benefits and is subject to available funds.