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**Operations Facility, 72 Tremont Street**

**Melrose, Massachusetts 02176**

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 **DEPARTMENT OF PUBLIC WORKS**

 ***Administration & Engineering-Water-Sewer- Facilities***

 ***Park & Forestry-Highway-Sanitation-Cemetery-Fleet***

**CITY OF MELROSE**

**Elena Proakis Ellis**

*Director of Public Works*

Please email applications to sflanagan@cityofmelrose.org.

Department: Department of Public Works

Job Title: Summer Supervisor for Recycling IQ Program

Position Status: Temporary part-time, grant-funded, non-union, no benefits

Schedule: August 10th – October 12th, 7:00am -12:00 p.m., Monday - Friday

Salary: $18 per hour

Reports to: Solid Waste and Recycling Coordinator

Summer Supervisor for the four-member team of Recycling IQ Inspectors working on the Recycling IQ Program, a grant funded program of the Massachusetts Department of Environmental Protection that aims to improve the Quality of local recycling programs through a two pronged approach: education and feedback at the curbside.

**Responsibilities:**

* Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.
* Work with the Recycling Coordinator on the startup and implementation of the Recycling IQ Program.
* Supervise the day-to-day activities of the team
* Conduct daily check-ins and debriefs of the team
* Input daily data into online spreadsheets
* Oversee and complete all daily reports on curbside feedback
* Review and submit weekly timesheets for all team members
* Inspect 400-500 recycling carts at the curbside for proper recycling contents each day.
* Tag and record recycling carts that do not contain proper recycling contents
* Educate residents at the curbside on trash and recycling rules for the curbside cart program

**Qualifications:**

* Passion for the environment and a desire to make a difference.
* Strong interpersonal skills with the ability to supervise and lead a team.
* Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity and discretion.
* Proven ability to work with people from a variety of different ethnic, socio- economic, educational, religious, gender and generational backgrounds.
* Ability to establish and maintain cooperative relationships with residents and businesses participating in the curbside collection program, and with the general public.
* Ability to deal with residents, businesses and haulers in stressful situations.
* Ability to follow oral and written instructions and to communicate both orally and in writing.
* Ability to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
* Ability to occasionally lift up to 50 pounds.
* Ability to use close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
* Possess a valid Driver’s license