



## JOB DESCRIPTION

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<b>Position Title:</b>	<u>Recycling &amp; Waste Stream Manager</u>	<b>Department:</b>	<u>Business Development</u>
<b>FLSA Status:</b>	<u>Exempt (Salary)</u>	<b>Reports To:</b>	<u>Business Development Manager</u>
<b>Grade:</b>	<u>16</u>	<b>Working Status:</b>	<u>Full Time</u>
<b>Effective Date:</b>	<u>June 2018</u>		

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### **Job Summary:**

The Recycling & Waste Stream Manager plans, administers and evaluates LCSWMA's Recycling Program as described in the Lancaster County Municipal Waste Management Plan, and collaborates with LCSWMA's operations staff to manage the flow of waste into LCSWMA facilities. Recycling management includes understanding recycling markets and the impact on Lancaster County's programs, providing technical assistance to local municipalities, marketing recyclable commodities managed by LCSWMA, research and data management, grant preparation and administration and general promotion of the program within the community. Waste stream management includes such functions as analyzing waste growth trends regionally and nationally to inform LCSWMA's budgeting process, building relationships with customers, and coordinating with LCSWMA's operations, the movement of waste into and within the system of facilities.

### **Job Responsibilities:**

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Research recycling trends, development opportunities and other relevant programs in the industry and report to the Business Development Manager in order to inform the recycling program component of the overarching LCSWMA strategic plan.
- Understand and stay abreast of all municipal, county, state and federal solid waste guidelines to ensure LCSWMA's Recycling Program adheres to all applicable legislative policies and regulations.
- Plan, develop and administer the Recycling Program budget, goals and objectives, including assistance with updating the Rules and Regulations document to ensure the program is aligned with LCSWMA's operational procedures and strategic plan.
- 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 LCSWMA's materials marketing program, including waste-to-energy metals, e-waste and recyclable materials.
- 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 LCSWMA guide collection trends impacting the marketability of recyclable materials.
- Work with staff in the Community Relations Department 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 LCSWMA's public education and outreach efforts.
- Complete grants, reports and projects by required deadlines for municipalities in Lancaster 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 Integrated System management of municipal solid waste.



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- Plan, develop and administer waste inventory management strategies at the Waste-to-Energy Facility and the Susquehanna Resource Management Complex to maintain operational efficiency while maximizing revenue.
- Work with current customers and/or other third-party waste haulers to achieve greatest benefit to LCSWMA for fixed capacity at the Waste-to-Energy Facility and the Susquehanna Resource Management Complex.
- Collaborate with Facility Directors and other operations staff to efficiently and effectively adjust customer deliveries to current operating status.
- Project a positive image of all aspects of LCSWMA in order to achieve trust and respect from the community.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

### **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 Recycling Officials of Pennsylvania (PROP) Certified Recycling Professional (CRP) Certification.

### **Technical competencies:**

- Excellent public speaking, verbal and written communication skills.
- Excellent interpersonal skills.
- Good organizational and time management skills.
- Strong computer skills
- Knowledge of LCSWMA Rules and Regulations, Lancaster 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.
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*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:** \_\_\_\_\_