



TOWN OF WATERTOWN
PERSONNEL DEPARTMENT
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GAYLE M. SHATTUCK
Personnel Director

October 14, 2021
#22 – 10 - 03

VACANCY ANNOUNCEMENT

Recycling and Sustainability Coordinator

Department of Public Works

The Town of Watertown seeks an individual for Department of Public Works to manage the solid waste/sanitation and recycling efforts. This new position works under the general direction of the Superintendent of Public Works, and is responsible for environmental compliance, community and school outreach, recordkeeping, grant management, special project oversight, planning/management of events. Focus of this position will include meeting the 2030 Massachusetts Solid Waste Master Plan, working with the Resilient Watertown consultants, coordination with the Public Works Subcommittee, and preparing for the upcoming FY23 Hauling/Disposal/Recycling and diversion programs.

The Recycling and Sustainability Coordinator will coordinate the recycling and reuse events including Hazardous Waste Day, Electronics Recycling Day, Styrofoam, and Paper Shredding event in cooperation with the Town's volunteer Zero Waste Committee.

Required Minimum Qualifications

Bachelor's Degree in Environmental Studies or related field and five years in recycling and/or environmental sustainability experience. Demonstrated customer service. Proficiency with Microsoft Office Suite. A valid Massachusetts driver's license with good driving record. Position is subject to CORI background check.

SALARY RANGE: Expected Hiring Range: \$56,976 - \$70,180 plus excellent benefits package, training, paid holidays, vacation, sick time, retirement and deferred compensation, cafeteria plans, employee assistance program and more.

TO APPLY: Applications, to be submitted with a cover letter and resume, are available at www.watertown-ma.gov. Applications are accepted by email; personnel@watertown-ma.gov; fax 1-617-923-8195 or in the Personnel Office, 149 Main Street, Watertown, MA 02472.

DEADLINE: Open until filled.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER