

## **GREATER NEW BEDFORD REGIONAL REFUSE MANAGEMENT DISTRICT**

### **Project Manager (*Position title subject to revision*)**

#### **JOB DESCRIPTION**

##### **DEFINITION**

Position provides organizational wide assistance in managing projects to support administration, landfill operations and waste reduction. Responsibilities include overseeing all aspects of specific environmental compliance, administration, landfill operations and waste reduction projects.

##### **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below 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.*

Manages select small to medium scale projects as delegated by the Executive Director and/or Operations Manager; may include coordination with applicable regulatory agencies and professional consultants

Coordinates environmental compliance and reporting to regulatory agencies as directed by the Executive Director and/or Operations Manager; interacts with regulatory agencies to maintain compliance with permit conditions; resolves conflicts and non-compliance issues.

Assists with procuring solid waste disposal customers for landfill, including negotiating terms, tonnage limits and pricing. Conducts market research on solid waste pricing. Assists in managing existing disposal contracts and ensuring compliance with federal, state, and local laws and regulations related to solid waste management and landfill operations.

Assists Chief Procurement Officer with overseeing procurement of goods, services, and construction in accordance with applicable laws, policies, and procedures.

Assists the Executive Director with administrative functions, including preparing and maintaining budget, improving the District's information technology infrastructure, preparing and maintenance of necessary records and reports, streamlining and improving regular business operations, and planning and coordinating education and training for employees.

Assists the Waste Reduction Manager with existing and new projects focused on increasing recycling rates and quality of recyclables, diverting waste from the landfill through community education and outreach, and the creation of new initiatives centered around sustainable management of waste materials.

##### **SUPERVISION RECEIVED**

Under administrative direction by the Executive Director, the employee works from policies, goals, and objectives; consults with the supervisor where clarification, interpretation, or exception to policy may be required or as requested by the supervisor. The employee assists in the development of departmental policies, goals, objectives, and budgets and is expected to exercise whatever means are necessary resolve conflict that cannot be addressed at the department level.

## **SUPERVISION EXERCISED**

Responsible for analyzing program objectives, determining the various departmental work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; may assist in determining organizational structure operating guidelines and work operations.

## **JUDGEMENT AND COMPLEXITY**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for select functional areas of the organization. Guidelines only provide limited guidance for performing the work which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area. Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

## **NATURE AND PURPOSE OF CONTACTS**

Relationships are with co-workers, the public, local and state government officials/regulators, and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

## **CONFIDENTIALITY**

Employee has regular access to a wide variety of confidential information, including personnel records, medical records, lawsuits, and customer records.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in engineering (civil/environmental preferred), environmental science, or related field; prior experience managing environmental projects, budgets, and personnel; Equivalent combination of education and experience.

## **KNOWLEDGE, ABILITY, AND SKILLS**

### Knowledge:

Knowledge of solid waste management; landfill operations, composting and recycling program management; all applicable local, state, and federal solid waste and safety rules and regulations; financial and budget management; local government functions; management of confidential information.

### Abilities:

Establish and maintain effective working relationships with the Executive Director, Operations Manager, subordinates, City and Town officials, vendors, regulators, and the general public; ability to express oneself clearly and concisely both orally and in writing; to speak effectively in public in regard to public works programs; must have and retain Massachusetts driver's license

### Skills:

Organizing and coordinating the activities of the District; highly tactical and has an understanding of developing and implementing strategic plans and initiatives; making decisions on matters of policy and on technical and administrative problems; negotiating contracts in best interest of the District; employee supervision, coaching, and motivation; tact in dealing with general public, vendors, and local and state officials.

## **WORK ENVIRONMENT**

Working conditions involve occasional exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Includes work under typical shop conditions or outdoor work which is suspended when weather conditions are poor.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### Physical Skills

Administrative work is conducted in an office setting, involving sitting, with intermittent periods of stooping, walking, and standing. When in the field, work requires agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them (up to 50 lbs.). There may be a need to stretch and reach to retrieve materials.

### Motor Skills

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### Visual Skills

Visual demands require routinely reading documents for general understanding and analytical purposes.