



**Virgin Islands Waste Management Authority**  
Job Vacancy Announcement  
**Director of Collections and Recycling Operations**  
St. Croix

**SALARY:** \$85,000.00

**DEADLINE:** April 27, 2018

**Director of Collections and Recycling Operations** – Responsible for planning, organizing, and directing Regulatory Compliance, Engineering, Contract Administration/Negotiation, and Project Management work for solid waste collection and debris management operations. Also, responsible for providing high-level managerial coverage including long-range planning, establishing and directing related programs. Oversees the management of the daily collection, recycling and other waste diversion methods, and debris management operations for the territory. Responsible for ensuring the efficient operation of all collection, recycling and debris management operations.

*This exempt position requires independent decision making and autonomy in the discharge of duty. It is a professional, executive role with respect to the subject matter described herein. This position is thus outside the purview of the Virgin Islands Wrongful Discharge Act and said employee can be terminated at any time with or without cause. No property right to employment exists and any offer of employment may be withdrawn without notice or cause, subject to the rights and remedies available to employers and employees under United States and Virgin Islands law.*

**DUTIES AND RESPONSIBILITIES:**

*Include the following with other duties as assigned.*

- Actively participate in annual strategic planning sessions. Facilitate the provision of services to citizens or other departments.
- Perform long-range planning for staffing needs, equipment replacement, and other operational requirements. Advise the Senior Management Leadership Team regarding the impact of proposals or operations.
- Participate in the creation and update of departmental policies, SOPs, and Permit modifications.
- Coordinate with managers and supervisors in preparation of annual fiscal operating budgets.
- Analyze field operations and formulate improvements to ensure compliance with federal and state regulations. Assure compliance with all permits.
- Prepare or review written reports and make corresponding presentations. Participate in public workshops to generate support for proposed projects.



- Decide the overall work direction for the staff and their various areas of responsibility. Ensures that staff receive proper training and that a career development strategy is implemented to prepare future leaders.
- Coordinate solid waste collection and recycling operations in conjunction with planning engineering consulting staff to ensure the success of new programs on St. Thomas, St. Croix and St. John.
- Oversees the performance of the hauling, bin site, and convenience center contractors and/or staff and enforces Authority contracts, safety rules and/or permits as appropriate.
- Represent the division in negotiations with vendors and service contracts, and participates in contract administration.
- Represent the division to the public in matters related to collection and recycling operations, and other innovative waste diversion methods.
- Responsible for Debris Management which consists of debris collection, site management, mulching and composting operations, and preparation for final disposal.

#### **EDUCATION AND EXPERIENCE:**

- Degree from a 2-year accredited college or university is required with ten years of collections experience and a minimum of five years recycling experience.
- OR***
- Degree from a 4-year accredited college or university with five years of collections experience and minimum of three years recycling experience.
  - Experience in mulch and composting operations and route management.
  - Collections and Recycling certification is required.
  - Frequent travel between all three islands (Virgin Islands) is required.
  - Valid Virgin Islands Driver License is required.

Submit a letter of interest along with a resume to:

Director of Human Resources  
Virgin Islands Waste Management Authority  
P.O. Box 1689  
Kingshill, St. Croix USVI 00851

**Virgin Islands Waste Management Authority is an Equal Opportunity Employer**