

Virgin Islands Waste Management Authority
Job Vacancy Announcement
Recycling Director

SALARY: DOQ

DEADLINE: September 8, 2017

DUTIES AND RESPONSIBILITIES:

- Design, create and implement a comprehensive program that includes a zero-waste strategy.
- Develop strategies and policies that will reduce the creation of waste at its sources.
- Identify and encourage public- and private-sector entrepreneurial opportunities that facilitate recycling and composting.
- Prepare strategic long- and short-term operations and financial plans for recycling and composting.
- Develop and manage operating budgets for recycling and composting programs.
- Manage the collection, transportation, processing and recycling of non-hazardous solid waste.
- Manage, supervise and evaluate staff.
- Work with the government and commercial sectors to facilitate source reduction and recycling.
- Identify, apply for and manage grants related to recycling, composting and source separation.
- Coordinate and continually monitor and improve composting and recycling/resource management activities.
- Ensure compliance with laws, contracts, OSHA regulations, fire codes, VIWMA policies and procedures.
- Evaluate existing and new markets and determine the most viable outlets for recyclable materials locally and regionally and assists in the developing of micro enterprises.
- Work with the Communications Director to develop articles, materials, website content and other tools to communicate the USVI's recycling and composting goals.
- Assess and make recommendations related to sources, equipment, and technology that could aid VIWMA in moving forward its recycling and composting plans.
- Compile records and remain current on all aspects of composting and recycling/resource management activities and events.
- Coordinate equipment needs (e.g. collection containers, bins, vehicles, etc.), shipping or preparing of compostable and recyclables/recovered materials for market.
- Review and respond to customer inquiries and requests for program action and technical information.

- Establish goals and projects to develop more efficient systems to increase recycling and reduce waste. Serve as liaison and represent VIWMA on the Governor's Recycling Task Force and other committees as needed.
- Research latest technology and products for recycling and composting, including collection bags, supplies, etc.
- Provide excellent customer service by responding to customer requests for service, on-call pick-ups, information and troubleshoot operations by coordinating service and networking with users.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited university in Business or Public Administration, Environmental Science or related field
- A minimum of five (5) to ten (10) years of experience in operations or management in the recycling/composting fields.
- A Master degree is desired.

Virgin Islands Waste Management Authority is an Equal Opportunity Employer