



Job Advertisement

RECYCLING COORDINATOR Public Works Department

The Town of Bedford Public Works Department (pop. 14,020) is searching for a part-time (16 hrs/wk) Recycling Coordinator. Position involves planning, implementing and managing multiple recycling and waste reduction programs with the general public, Town facilities and Town schools. Position may additionally require other duties associated with Public Works Administration.

The ideal candidate will possess a minimum of three years of extensive knowledge and experience in recycling program development including special collection events, school recycling programs and household hazardous waste programs.

Excellent communication and interpersonal skills are required. Prior experience in a municipal setting is highly desirable. Knowledge of state initiatives, goals and grant opportunities for recycling and waste reduction is also highly desirable. Associate's Degree or Bachelor's Degree also preferred. Combination of experience and education may be substituted.

The hours for this position are 8:00 a.m. to 4:00 p.m., two days per week. Starting salary range for this position is \$25.23/hr to \$29.34/hr. This position is not eligible for benefits.

Applications are preferred by Friday, December 5, 2014.

Application for employment may be downloaded at:

www.bedfordma.gov/employment . The Town of Bedford Job Application is required to be completed in full by all applicants regardless of whether a resume is submitted.

Please send completed applications, resume and letter of interest to:

Sarah Buhler
Human Resources/Management Analyst
10 Mudge Way
Bedford, MA 01730,
SBuhler@bedfordma.gov,
or fax to (781) 275-6310

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Opportunity Employer**