The Town of Bedford is seeking a Refuse/Recycling Administrator for the Department of Public Works. This position manages the Town’s solid waste and recycling programs including, but not limited to, refuse and recycling collection, composting, waste reduction, and reuse. The position is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. The Refuse/Recycling Administrator reports to the DPW Assistant Director and interacts with all DPW staff, some Boards and Committees, other Town departments, refuse/recycling vendors, and the public. They work outside for collection events and other operational site visits. In addition to the Town's job description, this position performs all other related work as required.

The successful candidate will have a Bachelor’s degree in business administration, sustainability or environmental management, and 2 - 4 years of experience in the field of waste management or coordination of a similar program; experience working with the public; or any equivalent combination of education and experience. Must have a valid Massachusetts Driver's License.

The position is funded at 24 hours per week with attendance in the office five days per week preferred. Starting salary range for FY22 is $33.61/hour to $39.08/hour, depending on experience. This a benefited position and the Town of Bedford offers a comprehensive benefits package.

Applications for employment and a full job description may be downloaded at www.bedfordma.gov/employment. Please note that the Town of Bedford job application is required of all applicants regardless of whether a resume is submitted.

Please send resume, application, and letter of interest by July 30 to:

Human Resources  
humanresources@bedfordma.gov  
Town of Bedford  
10 Mudge Way  
Bedford, MA 01730  
or fax to (781) 275-6310

Current Bedford town employees will be given first consideration.

The Town of Bedford is an Affirmative Action/Equal Employment Opportunity Employer