

DPW Recycling & Solid Waste Division Head

Middletown Township is seeking a knowledgeable and experienced candidate to manage the **Recycling & Solid Waste Division** of the Department of Public Works. The division head will report to the DPW Director and be responsible for:

- Operation of the Township's recycling center & satellite locations.
- Curbside collection program (trash, recycling & bulk).
- Leaf compost site operations, including import of leaves in the fall and marketing/disposal of leaf compost product all year-round.
- Emergency temporary debris management areas (TDMAs).
- Preparation and submission of all required grant applications & semi-annual tonnage reports including tabulating all tonnages from Township businesses (Recycling Tonnage grants, Clean Communities grants, etc.).
- Compliance with NJDEP and Monmouth County regulations, inspections and permitting as required at all locations.
- Marketing of recycling commodities and management of solid waste and recycling contract rates by adjusting index rates and CPI rates in accordance with contracts
- Management and development of the division's annual budget.
- Along with senior division staff, oversight of the recycling center staff & scheduling, trash/recycling cart management, presentations to schools and civic groups, Clean Communities programming & operations including litter control and recycling/trash management at Township buildings, parks and facilities.
- Directly manage the Township's curbside collection contractor and administer all aspects of the contract.
- Ensure division staff answer citizen inquiries and respond to complaints.
- With assistance of the Township Recycling Consultant, Township Attorney and Township Engineer, preparation of curbside trash/recycling collection specifications.
- Management of contractors & vendors for recyclables, including brush processing & leaf & wood mulch resale, preparation of requests for bids or quotes (RFPs & RFQs).
- Collaborative working relationships with employees, other municipal departments and divisions, local, state and federal government agencies, and other regional counties and their recycling programs.

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The successful candidate will have the ability to administer large recycling, solid waste and sustainability programs, manage staff and daily operations, and deal with the public through effective written and verbal communication.

NJ Certified Recycling Professional (CRP) and Compost Site Operator certifications (or ability to obtain same within one year) are required. Associate's Degree or equivalent education in relevant field, proficiency in MS Office Suite, a valid NJ Driver's License, and NJ residency are required.

Salary Range: \$65k - \$85k. Interested candidates may submit an application for employment and resume to: Cindy Veneziano at cvenezia@middletownnj.org by June 25, 2021. The Township of Middletown is an Equal Opportunity Employer (EOE).