

An Ordinance Amending the Wage and Salary Schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, Department of Public Works Employees Association by adding the position of Sanitation/Zero Waste Coordinator

WHEREAS, The City of Methuen has a critical need for additional oversight of the city-wide trash and recycling program, including support in developing and implementing strategies to minimize waste throughout the city; and

WHEREAS, The Sanitation/Zero Waste Coordinator plays a pivotal role in ensuring the city maintains a clean, safe, and environmentally responsible waste management program. This position involves public education, regulatory enforcement, and collaborative oversight of waste management services; and

WHEREAS, The funding for this new position exists as approved within the Department of Public Works Personal FY26 Budget; and

THEREFORE BE IT RESOLVED that the City Council approves amendment to the wage and salary schedule of Chapter 6, Section 6-5 of the Methuen Municipal Code, Department of Public Works Employees Association, to include the new position "Sanitation/Zero Waste Coordinator", under existing classification ME5 as follows:

ME5	Weekly	1,428.37	1,478.37	1,498.37	1,518.37	1,538.37	1,558.37
	Annual	74,275.22	76,875.22	77,915.22	78,955.22	79,995.22	81,035.22
	Hourly	35.71	36.96	37.46	37.96	38.46	38.96
	Overtime	53.56	55.44	56.19	56.94	57.69	58.44
	Out of Class	35.71	36.96	37.46	37.96	38.46	38.96

THEREFORE BE IT RESOLVED: that a certified copy of this ordinance is submitted to the Office of the Mayor and the Office of Administration and Finance upon adoption.

Adopted:

Effective:

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by the Methuen City Council by



## City of Methuen – Job Description – Sanitation Coordinator

<b>Job Title:</b>	<b>Sanitation/ Zero Waste Coordinator</b>	<b>FLSA Category (Exempt? Y/N):</b>	Y
<b>Department:</b>	DPW	<b>Affiliation:</b>	DPW
<b>Classification/ Salary Range:</b>	Per Wage and Salary Scale	<b>Reports To:</b>	DPW Director or Designee
<b>HR Contact:</b>	Director or Designee		

### Job Description

#### SUMMARY:

Under the Supervision of the Director of the Department of Public Works, the Sanitation/Zero Waste Coordinator plays a pivotal role in ensuring the city maintains a clean, safe, and environmentally responsible waste management program. This position involves public education, regulatory enforcement, and collaborative oversight of waste management services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This is a full-time, in-person position.

- Serves as the primary liaison with contracted municipal solid waste (MSW) and recycling collection and disposal vendors and any other contracted waste management vendor(s).
- Monitors vendor(s) performance to ensure compliance with contractual agreements including service quality and efficiency standards.
- Addresses and resolves service-related issues promptly by collaborating with vendor(s) on process improvements and innovations in waste collection and recycling.
- Develops and delivers educational programs and materials to inform residents and business owners of proper trash and recycling procedures.
- Maintains and updates public-facing communications including the City website and City social media platform(s) with sanitation guidelines and updates.
- Responds to public inquiries and complaints regarding trash and recycling collection.
- Enforces all applicable state and City laws, regulations, and ordinances relative to waste disposal, recycling, and illegal dumping.
- Investigates and resolves non-compliance issues, including issuance of warnings, fines, and/or citations when necessary.
- Works with other City departments and DPW divisions to ensure proper handling and resolution of trash and recycling related violations.
- Maintains accurate records of violations, citations, and corrective actions.
- Collects and analyzes data on trash and recycling volumes to identify trends and areas for improvement.

- Develops and implements initiatives to promote sustainability by encouraging waste reduction, recycling, composting, and the responsible disposal of materials.
- Prepares reports for City leadership on program performance, compliance efforts, and public feedback.
- Coordinates with other City departments on integrated waste management strategies.
- Collaborates with other City employees, including but not limited to Code Enforcement Officer(s) and Environmental Planner as necessary.
- Stays informed of changes in state and federal waste management regulations and adjusts local program(s) as necessary.
- Performs other related tasks as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge:**

- Knowledge of municipal solid waste, recycling, and composting programs, including collection, processing, and disposal methods.
- Knowledge of federal, state, and local environmental regulations related to solid waste, recycling, and sanitation (e.g., DEP/EPA requirements).
- Knowledge of best practices for waste reduction, recycling education, and sustainability initiatives.
- Knowledge of municipal procurement processes, vendor contracts, and service agreements related to sanitation and recycling.
- Knowledge of occupational safety standards and procedures applicable to sanitation and recycling operations.

**Skills:**

- Strong organizational and administrative skills with the ability to manage multiple programs, schedules, and priorities.
- Effective written and verbal communication skills, including the ability to prepare reports, correspondence, public notices, and educational materials.
- Skill in coordinating with contractors, municipal departments, and regulatory agencies.
- Skill in problem-solving and conflict resolution related to service complaints, contamination issues, and operational challenges.
- Proficiency in the use of standard office software, databases, and municipal tracking systems.
- Skilled in use and application of customer service principles as applied to public-facing municipal services.

**Abilities:**

- Ability to collect, analyze, and report data related to tonnage, contamination rates, program performance, and costs, etc.

- Ability to plan, coordinate, and oversee sanitation and recycling programs to ensure efficient, compliant, and cost-effective service delivery.
- Ability to interpret and apply laws, regulations, policies, and procedures governing sanitation and recycling operations.
- Ability to interact professionally and courteously with residents, elected officials, contractors, and staff.
- Ability to conduct public outreach and education to promote recycling compliance and waste reduction.
- Ability to respond effectively to service issues, complaints, and emergencies in a timely manner.
- Ability to work independently and exercise sound judgment while operating within established policies and guidelines.
- Ability to perform occasional field inspections and site visits, including exposure to outdoor conditions and sanitation facilities.

**QUALIFICATIONS:** Five (5) years' experience in sanitation or public health related work preferred; or any equivalent combination of educational and experience. Must possess a valid Massachusetts Driver's License. Must be able to work independently. Bilingual preferred.

**EDUCATION AND/ OR EXPERIENCE:** Five (5) years' experience in sanitation or public health related work preferred; or any equivalent combination of educational and experience. Associate or Bachelors degree preferred.

**SUPERVISION:** Works under the general supervision of the Director of the Department of Public Works.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

This is an in-person, full-time position. Work is required to be performed on-site. Work is performed in both indoor and outdoor settings and may require employee to be outdoors in extreme weather conditions. Physical demands include sitting, standing, stooping, manual labor activities and lifting heavy objects up to one hundred (100) pounds. This full-time position may include some early-morning, evening and weekend shifts.

Department Review:	<u>Patrick Bower</u> Patrick Bower (Jan 13, 2026 11:40:58 EST)	Date:	01/13/26
HR Approval:	<u>Gina LaGraca</u>	Date:	01/13/26
Union Approval:	<u>William McDaniel</u> William McDaniel (Jan 13, 2026 11:49:25 EST)	Date:	01/13/26
Mayoral Approval:	<u>David P. Beauregard Jr.</u>	Date:	01/13/26












# Sanitation/Zero Waste Coordinator JD

Final Audit Report

2026-01-13


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