



Fact Sheet: A survey to learn more about the municipal “Recycling Coordinator” position

During the summer of 2008, MassRecycle conducted an informal survey to learn more about the municipal “Recycling Coordinator” position.

Methods: MassRecycle developed a survey using an online application. We asked all municipal “Recycling Coordinators” to answer the survey, of which we received 112 responses. We also incorporated results from a collection of job descriptions.

Results

Using the survey, if we were to draw a picture of the typical “Recycling Coordinator”, the picture would look like the following:

- The title of the job would be “Recycling Coordinator”
- S/he would be working in a Town government with a population of fewer than 22,000¹.
- S/He would not be working a full week dedicated to recycling and solid waste issues. For the most part, s/he is working on other issues/tasks in a full time position.
- Some of the other tasks would be related to stormwater, public health, water conservation, and leading the department of public works.
- The job is a paid non-union full time position of 40 hours.
- S/he needed a Bachelor’s degree in a related field (if degree cited)
- S/he needed five years experience in the field (if experience cited)
- S/he receives vacation time (2+ weeks), sick time, personal days, health insurance and retirement options
- S/he receives a salary in the range of \$40,000 to \$50,000.

Here are the complete results

What is your title?

Titles	Response Percent
Assistant Commissioner	0.9
Assistant Coordinator	0.9
Board of Health Coordinator	0.9
Customer Service Advisor	0.9
Deputy Health Director/Recycling Coordinator	0.9
Director	0.9
Director of Engineering and Highway Services	0.9
District Recycling Coordinator	0.9
DPW Deputy Director	0.9
DPW Director of Operations	0.9
Elected Official (BOS & BOH)	0.9
Environmental Compliance Officer	0.9
Environmental Programs Coordinator	0.9

¹ The average population from the survey was 22,041 whereas the mode (the value that occurs the most frequently in a data set) was a population range of 0 to 10,000 people.

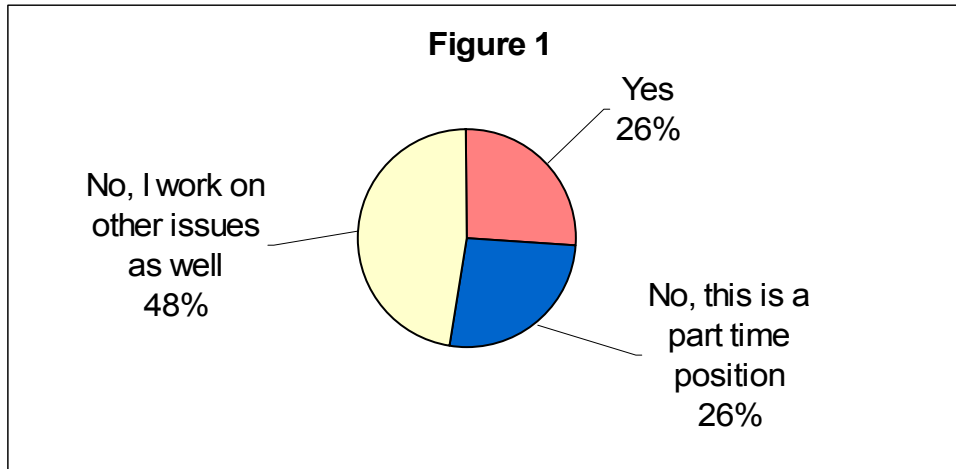


Titles	Response Percent
Environmental Technician	0.9
Health Officer /Recycling Coordinator	0.9
Highway Operations Manager	0.9
Highway Surveyor	0.9
Management Analyst/Rubbish & Recycling Coordinator	0.9
Manager	0.9
Member, Board of Health	0.9
Project Director	0.9
Recycling & Disposal Program Administrator	0.9
Recycling Enforcement Coordinator	0.9
Recycling Supervisor	0.9
Recycling/Transfer Station General Foreman	0.9
Refuse Administrator	0.9
School Recycling Coordinator	0.9
Solid Waste & Recycling Enforcement Officer	0.9
Solid Waste Agent	0.9
Solid Waste Manager	0.9
Solid Waste Manager/Environmental Health Supervisor	0.9
Solid Waste/Recycling Inspector	0.9
Superintendent of Environmental Services	0.9
Supervisor of Solid Waste & Recycling Coordinator	0.9
Town Administrator	0.9
Transfer Station Attendant	0.9
Assistant Superintendent of DPW	1.7
Environmental Affairs Coordinator	1.7
Highway Superintendent	1.7
Manager, Solid Waste Department	1.7
Office Manager	1.7
Office Manager/Recycling Coordinator	1.7
Recycling Center Transfer Station Manager	1.7
Recycling Director	1.7
Solid Waste and Recycling Coordinator	1.7
Town Engineer	1.7
Waste Management Superintendent	1.7
Business Manager	2.6
Principal Clerk	2.6
Recycling/solid Waste Coordinator	2.6
Waste Management Coordinator	2.6
Chair, Recycling Committee	3.4
Executive Secretary	3.4
Administrative Assistant	4.3
Director, Public Health	4.3
Board of Health Agent	5.1
DPW Director	5.1
Recycling Coordinator	14.5

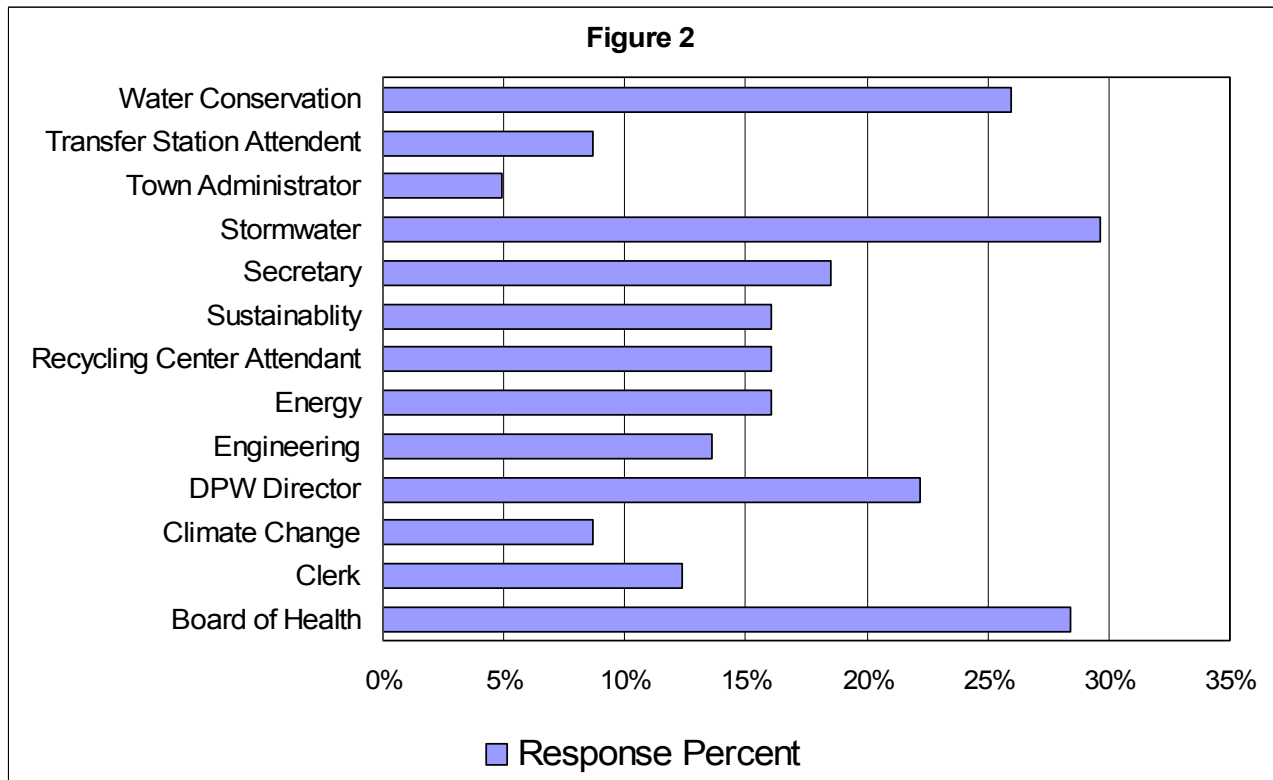
Key Findings:

- While the survey indicated that the most used title was “Recycling Coordinator”, most of the job descriptions demonstrated that many employees also handle solid waste (“Solid Waste and Recycling Coordinator”). MassRecycle believes it is very important to use a more respectful title to lend authority to people in this field. Coordinator implies that the person simply coordinates; a program manager is someone who is actually responsible for developing, managing, and administering a program. It is a title with much greater responsibility.
- Out of the 57 titles, “coordinator” appears in 15 titles and supervisory terms in 20 titles.

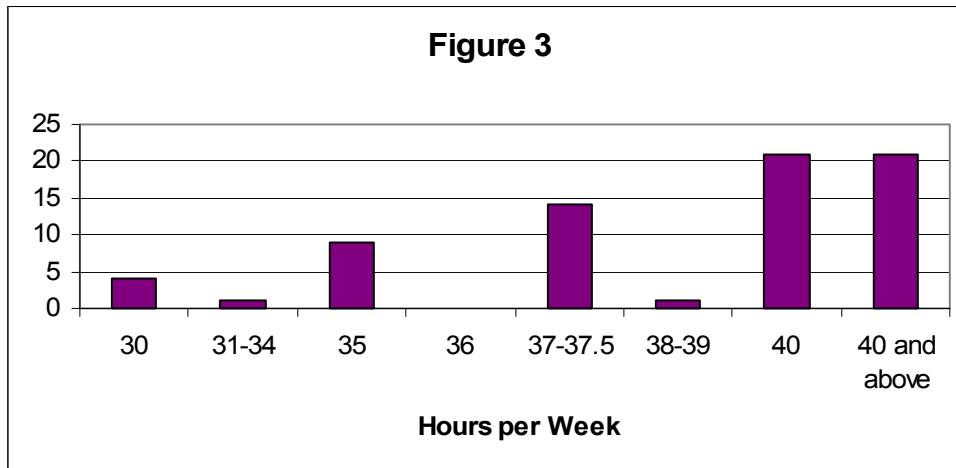
Do you work full time on recycling and solid waste issues in your position?



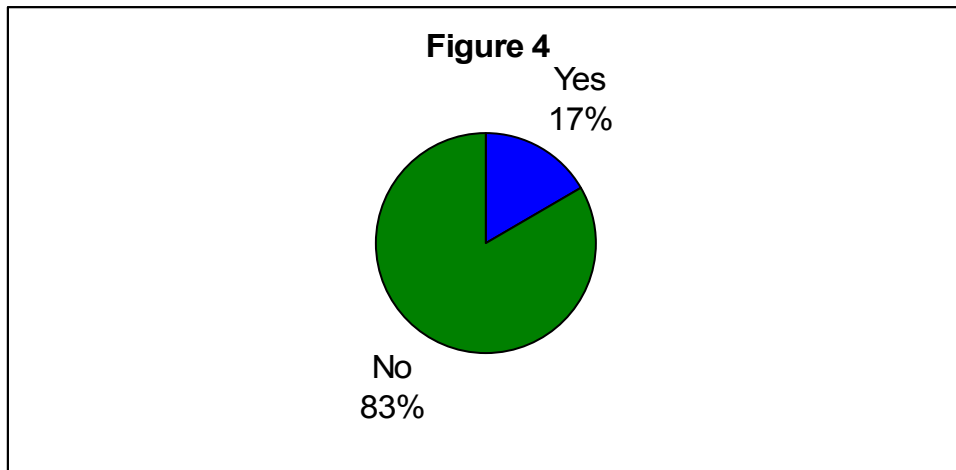
If you are indeed performing duties outside the field of recycling/solid waste/composting, what other issues/roles are your working on?



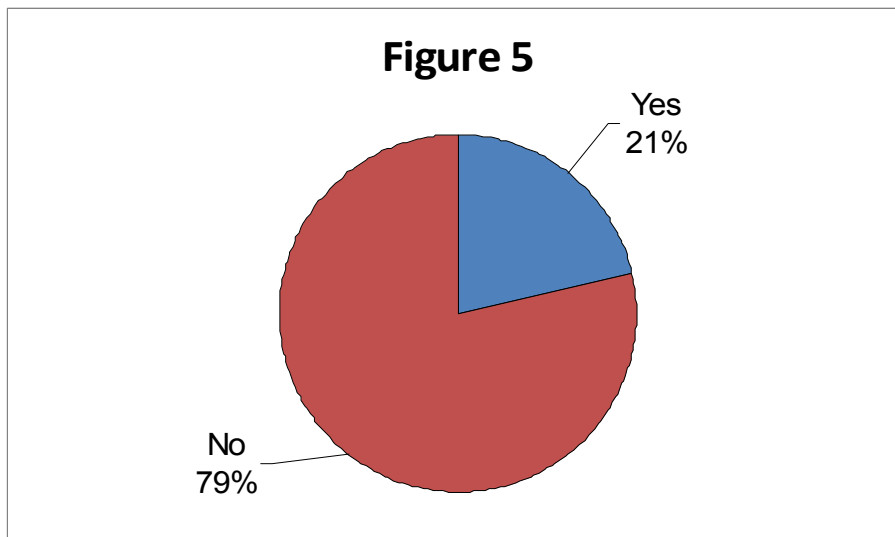
If full time, how many hours per week is considered full time?



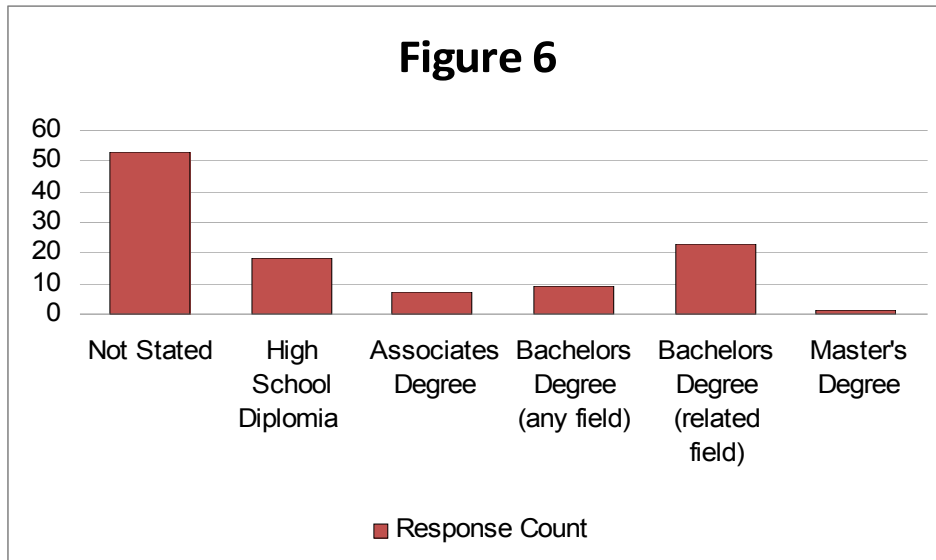
Is the Recycling Coordinator Position a volunteer position?



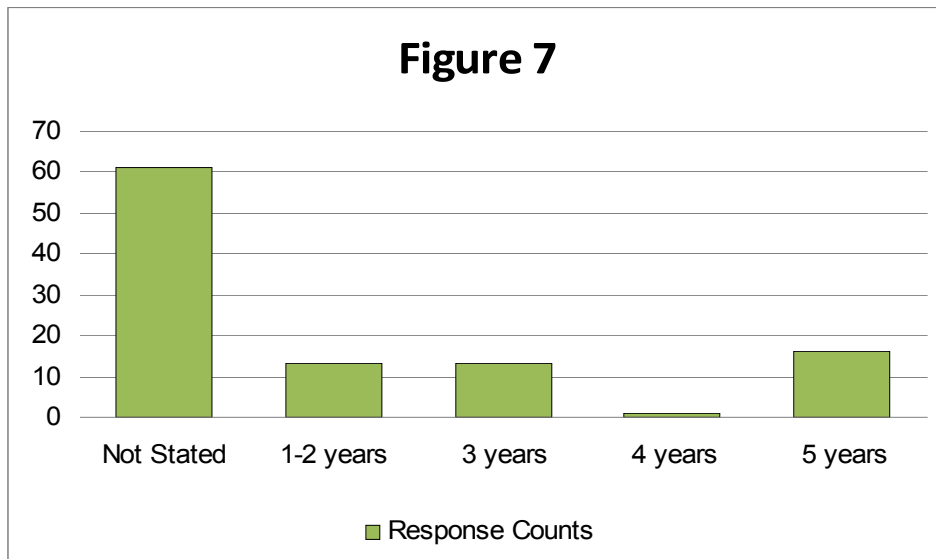
Is this position a Union position?



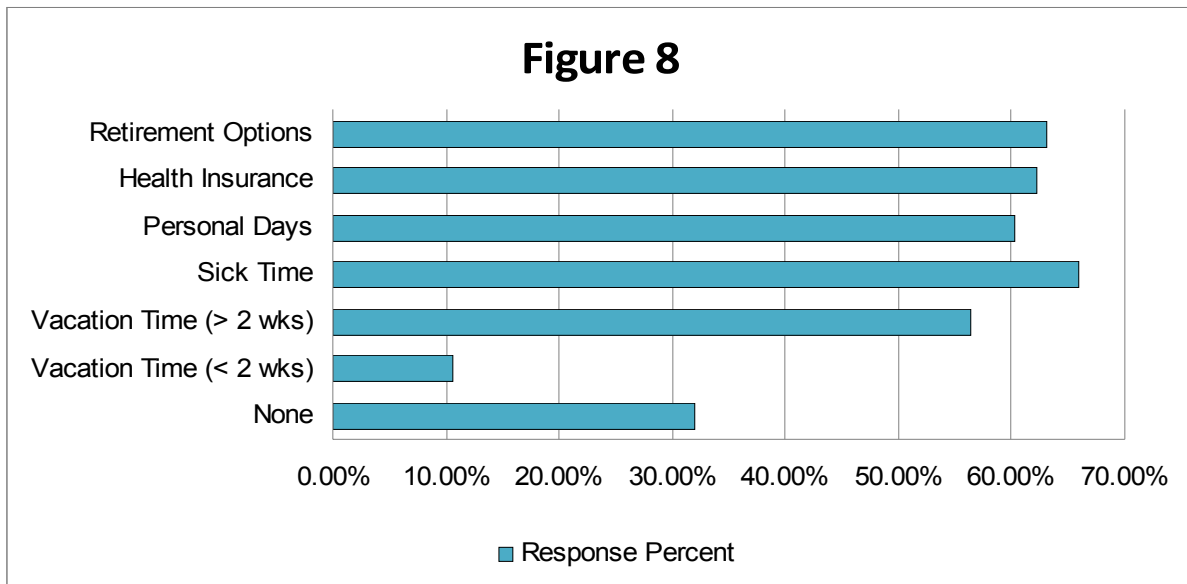
What is the level of education stated needed for the job?



What is the level of experience stated needed for the job?



What kind of benefits do you have?



What is your salary range?

