

NOTICE OF JOB OPENING  
CITY OF LYNN

Department: Department of Public Works  
Job Title: Summer Supervisor for Recycling IQ Program  
Position Status: Temporary part-time, grant-funded, non-union, no benefits  
Residency: Must be a resident of the city of Lynn  
Dates: May 1 – August 31, 2018  
Hours: 7:00 -11:00 a.m., Monday - Friday  
Salary: \$16-\$18 hourly  
Reports to: Associate Commissioner

Summer Supervisor for the four-member team of Recycling IQ Inspectors working on the Recycling IQ Program, a grant funded program of the Massachusetts Department of Environmental Protection that aims to Improve the Quality of local recycling programs through a two pronged approach: education and feedback at the curbside.

**Responsibilities:**

- Work with the Recycling Coordinator on the startup and implementation of the Recycling IQ Program.
- Supervise the day-to-day activities of the team
- Conduct daily check-ins and debriefs of the team
- Input daily data into online spreadsheets
- Oversee and complete all daily reports on curbside feedback
- Review and submit weekly timesheets for all team members
- Inspect recycling carts at the curbside for proper recycling contents
- Tag and record recycling carts that do not contain proper recycling contents
- Educate residents at the curbside on trash and recycling rules for the curbside cart program

**Qualifications:**

- Passion for the environment and a desire to make a difference in the city of Lynn
- Strong interpersonal skills
- Ability to supervise and lead a team
- Proven ability to work with people from a variety of different ethnic, socio-economic, educational, religious, sexual and generational backgrounds
- Ability to establish and maintain cooperative relationships with residents and businesses participating in the curbside collection program, and with the general public
- Ability to deal with residents, businesses and haulers in stressful situations

- Ability to follow oral and written instructions and to communicate both orally and in writing
- Ability to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell.
- Ability to occasionally lift up to 50 pounds.
- Ability to use close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Possess a valid Drivers license

You must be a resident of Lynn to apply for this position. This position is open to U.S. citizens, nationals, or lawful permanent resident aliens age 18 and older.

Applications can be found at [Lynnma.gov/recycle](http://Lynnma.gov/recycle). Interested individuals are encouraged to email applications to [jgreene@lynnma.gov](mailto:jgreene@lynnma.gov) or submit to the Department of Public Works by close of business (8:00PM) Tuesday, April 24, 2018.

**LYNN DEPARTMENT OF PUBLIC WORKS**

250 COMMERCIAL STREET

LYNN, MA 01905