



## Job Posting Sustainability/Waste Coordinator Part-Time

**Department:** Sustainability

**Job Title:** Sustainability/Waste Coordinator Part-Time

**Reports to:** Sustainability & Environmental Compliance Manager

**FLSA Status:** Non-Exempt

**Location:** Monongahela, PA

**Shift:** 24 hours, Tuesday – Thursday 7:30 am – 4:30 pm

### COMPANY PROFILE

DMI Companies, founded in 1978, is a leading manufacturer of HVAC accessories supplying the commercial, industrial and residential HVAC markets through a vast network of domestic and international distributors. DMI has national standing as an industry leading innovator that possesses integrity and leadership skills which are testaments to the quality manufacturing and operating procedures engaged by DMI Companies. DMI is building a better world for ourselves and our children by providing a sustainable environment through our products, operations and personal conduct.

### OVERVIEW

The Sustainability/Waste Coordinator helps to create, develop and implement sustainability and waste strategies and policies for all DMI facilities. This position works to promote, educate and create a culture that represents an attitude, belief and commitment that sustainability and environmental compliance practices are a valued necessity.

The position will assist to ensure compliance with all environmental federal, state and local regulations. This position will continually help support communication, education, and develop opportunities to achieve our corporate objectives.

### ESSENTIAL FUNCTIONS

- Supervise waste floor coordinator and ensure efficiency in the overall operation.
- Monitor and inspect all waste on the production floor to ensure compliance and sustainability initiatives.
- Identify, address and solve waste issues.
- Document all collected waste.
- Direct, coordinate and manage all waste collection, storage and disposal.
- Work with internal employees to promote DMI's leadership in sustainability.
- Assist with driving sustainability to the next level.
- Prepare and conduct sustainability building meetings.
- Provide a continuous presence on the production floor.
- Monitor, coordinate and prepare all Waste to Energy (WTE) loads for shipment.

- Prepare all paperwork for waste/recycling billing and reporting.
- Schedule, coordinate and document disposal for all recycle programs including but not limited to:
  - Cardboard, Plastic and Paper Bags
  - Totes and Drums
  - E-Recycle
  - Wood
  - Single Stream
  - Pallets
  - Composting
  - Internal Programs
- Responsible for collection and disposal of all universal and bio hazard waste.
- Preparation and file all waste compliance reports with regulatory agencies.
- Recommend and implement strategies that improve operational efficiency and curb costs.

## **EXPERIENCE & COMPETENCIES**

- Strong inter-personal skills and a good team player with a mature outlook who is also able to work independently.
- Preferably two years of waste disposal and supervisory experience in a union environment.
- Excellent communication and writing skills enabling a clear presentation of issues and solutions.
- Ability to deal with a variety of job assignments utilizing excellent time management skills.
- Proficient in Microsoft Word and Excel.
- Effective problem solving skills.
- Highly accurate and detail oriented.

## **EDUCATION**

- High School Diploma or equivalent required
- Associate or Bachelor Degree in Environmental Science or other related field preferred.

**How to Apply:** email resume and salary requirements to [careers@dmicompanies.com](mailto:careers@dmicompanies.com). Must be able to successfully pass pre-employment drug screen and physical.