



Position Recruitment Notification For Internal & External Candidates

Job Classification:	Environmental Services Manager
Department/Division	Public Works/Environmental Services
Employment Status:	Full-time
Annual Salary/Grade:	\$88,278.31 – \$128,003.25/Grade 7
Anticipated Hiring Range:	\$88,278.31 – \$108,590.78 +/- DOQ
FLSA:	Exempt
Union:	Non-Union
Deadline for Application:	Posted until filled, first review November 5, 2026.

The Village of Oak Park, a dynamic and thriving community located just eight miles west of Downtown Chicago, is seeking a dedicated Environmental Services Manager to join our team. The Environmental Services Manager will coordinate, direct and manage the Village's waste collection and reduction program, to coordinate assigned activities with outside agencies and the general public, to act as the Department's Sustainability Initiatives Liaison and to provide training and highly responsible and complex staff assistance to the Public Works Director and the Public Works Management Team.

This position includes significant engagement with the Public including but not limited to participating in community events to promote waste reduction and recycling initiatives; responding to public questions, complaints, and concerns regarding waste collection; and developing materials to promote awareness about waste collection procedures and practices.

Qualifications:

Three years of professional solid waste management experience in contract administration and management, solid waste management research and analysis, program management or a related field. A valid Illinois Driver's License and possession of a bachelor's degree from an accredited college or university with major coursework in public administration, environmental studies, or a related field is highly desirable. Professional registration in one or more of the following is highly desirable: Project Management Professional (PMP), Solid Waste (SWANA), or Sustainability (ISSP-SA or ISSP-CSP). Any combination of the above mentioned that can demonstrate through the resume and interview the ability to perform the roles and responsibilities effectively.

Instructions to Applicants:

Applicants can apply directly using the following link: [LINK](#)

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package including but not limited to a retirement plan, deferred compensation program, social security, medical, dental, vision & life insurance, flexible spending accounts, vacation and sick leave.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.



ENVIRONMENTAL SERVICES MANAGER

Department: Public Works

FLSA: Non-Union Exempt

Pay Grade: 7

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate, direct and manage the Village's waste collection and reduction program, to coordinate assigned activities with outside agencies and the general public, to act as the Department's Sustainability Initiatives Liaison and to provide training and highly responsible and complex staff assistance to the Public Works Director and the Public Works Management Team. This position includes significant engagement with the Public including but not limited to participating in community events to promote waste reduction and recycling initiatives; responding to public questions, complaints, and concerns regarding waste collection; and developing materials to promote awareness about waste collection procedures and practices.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Public Works Director.

EXAMPLES OF DUTIES - *Essential and other important duties and responsibilities may include, but are not limited to, the following:*

Essential duties and responsibilities

1. Coordinate, direct and manage the Village's waste reduction programs including recycling, source reduction, composting and the disposal of solid wastes, and other related services.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing waste reduction program; assist in implementing policies and procedures.
3. Monitor program compliance and inspect possible ordinance violations with laws, rules and regulations related to provision of solid waste and related services. Monitor legislation changes.
4. Administer and manage solid waste collection and disposal contracts, including, but not limited to invoicing, billing adjustments and customer service.
5. Represent the Public Works Department on interdepartmental sustainability committees and initiatives.
6. Assist Public Works Department Divisions in researching and developing grant opportunities and other



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programs to improve or implement environmentally sustainable practices.

7. Administer activities for the Village's Green Block Party, Neighborhood and Alley Clean Up, Adopt a Block Program and other waste related special events and collections.
8. Prepare annual Environmental Services budget and supporting documentation and Ordinance amendments: Analysis of proposed refuse rates, forecast funding needed for projects and programs that are required to meet established service levels, monitor budget expenditures.
9. Administer the Village's annual Leaf Collection Program and Sidewalk Shoveling program with assistance from other Public Works Divisions.
10. Develop public information and communication strategies for all Environmental Services Division programs including but not limited to the Annual Refuse and Recycling guide, monthly newsletter articles, composting program newsletter, Green Block Parties.
11. Work with other Village departments on environmental initiatives and programs as required.
12. Attend and participate in professional groups related to solid waste management and waste reduction programs.

Other important responsibilities and duties:

1. Prepare grant applications; participate in researching various revenue generating sources; procure and administer grants.
2. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for the waste reduction program; maintain and file reports; prepare statistical reports as required including performance measures.
3. Maintain awareness of new developments in the field of waste reduction; incorporate new developments as appropriate into programs.
4. Coordinate and direct community awareness programs; implement and manage various waste reduction programs such as Keep Oak Park Beautiful and recycling events.
5. Respond to, monitor, and track patterns of inquiries and concerns of the public.
6. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a solid waste reduction program.
- Principles and practices governing environmental health and safety, including applicable federal, state,



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and local laws, regulations, and ordinances related to solid waste, recycling and hazardous waste management.

- Considerable knowledge of sustainability principles, practices, codes and standards, as applied to the delivery of projects.
- Modern principles and practices of program development and implementation.
- Organizational and management practices as applied to the analysis and evaluation of program.
- Principles of supervision, training and performance evaluation.
- Procedures, methods and techniques of budget preparation and control.
- Practices and procedures of grants program administration.
- Pertinent Federal, State, and local laws, codes and safety regulations.
- Recent developments, current literature and sources of information related to solid waste services planning and administration.
- Modern office equipment including computers.

Ability to:

- Coordinate, direct and implement the waste reduction program.
- Demonstrated experience developing and implementing projects to reduce environmental impact or achieve sustainability goals. Demonstrated ability to work on multiple concurrent projects and to achieve desired goals on schedule and within budget. Comprehend broad energy and environmentally sustainable policy objectives and transform them into action plans and programs.
- Apply a variety of sustainability indices, draw conclusions, and prepare reports and other information to be distributed to a variety of audiences.
- Work with clerical staff to ensure prompt customer service.
- Interpret and explain Village waste reduction policies and procedures.
- Recommend and implement goals, objectives, and practices for providing an effective and efficient waste reduction program.
- Prepare and administer program budgets; allocate limited resources in a cost-effective manner.
- Coordinate various grants to develop program feasibility.



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- Prepare clear and concise reports.
- Research and analyze data.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain interpersonal skills in the workplace to effectively communicate and interact with others.
- Maintain reasonable and predictable attendance

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *Sitting for extended periods of time*
- *Operating assigned office equipment.*

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Communicating with others*
- *Reading and writing*
- *Operating assigned office equipment.*

Sustain cognitive abilities that enable the potential for:

- *Making sound decisions*
- *Demonstrating intellectual capabilities.*

Experience and Training Guidelines

Experience: Three years of professional solid waste management experience in contract administration and management, solid waste management research and analysis, program management or a related field. A valid Illinois Driver's License **AND**

Training: Possession of a bachelor's degree from an accredited college or university with major coursework in public administration, environmental studies, or a related field is highly desirable **AND**

Licenses and Certificates: Professional registration in one or more of the following is highly desirable: Project Management Professional (PMP), Solid Waste (SWANA), or Sustainability (ISSP-SA or ISSP-CSP).

OR

Any combination of the above mentioned that can demonstrate through the resume and interview the ability to perform the roles and responsibilities effectively.



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WORKING CONDITIONS

Work in an office environment; sustained posture in a seated position.

Attendance at night meetings and occasional weekend meetings will be required.

Driving to inspect remote sites throughout the Village and throughout the collar communities will be required.

DIVERSITY EQUITY & INCLUSION STATEMENT

The Village of Oak Park commits itself to diversity, equity and inclusion by recognizing that creating a mutually respectful, multicultural and equitable environment does not happen on its own, it must be intentional. This includes providing equal opportunities for everyone regardless of race, ethnicity, gender identity, sexual orientation, religion, ability, military or veteran status or any other characteristics.