



Program Manager II (Zero Waste Initiatives)  
Montgomery County Government  
Department of Environmental Protection  
2425 Reddie Drive, Wheaton, Maryland 20902

Salary Range: \$73,173 - \$117,424

The mission of the [Department of Environmental Protection \(DEP\)](#) is to enhance the quality of life in our community by protecting and improving Montgomery County's air, water, and land in a sustainable, innovative, inclusive, and industry-leading way while fostering smart growth, a thriving more sustainable economy and healthy communities. DEP is committed to the full inclusion of all qualified individuals and values diverse perspectives, lived experiences, and cultures. DEP encourages BIPOC (Black, Indigenous, and people of color), immigrants, women, LGBTQIA+, individuals with disabilities and veterans to apply.

DEP is seeking to fill a fulltime Program Manager II position in the Recycling and Resource Management Division to join the Zero Waste project management team established to plan and execute projects. This position will provide day-to-day project management support, and coordination, oversight and review of contractor work products and deliverables, development and tracking of integrated project schedules, reporting to senior management on milestone achievement, compliance with budget, and risk assessment and mitigation. The position will plan and manage pilot studies and countywide programs for alternative solid waste and recycling methods and operations; independently plan and carry out all aspects of comprehensive plan formulation or project execution including monitoring implementation status and measures to track both progress and outcomes.

**Key responsibilities include, but are not limited to:**

- Convene, conduct/lead meetings with relevant County staff and with stakeholder groups to ascertain input to the development of public policy, planning, decision-making, program modification and funding to develop Zero Waste initiatives.
- Develop project implementation plans to advance Zero Waste programs, policies and initiatives; and prepare resource, schedule, and risk assessments associated with implementation of such enhancements and projects.
- Develop integrated budget and schedule plans; and track budget expenditures, adherence to schedule and milestones, risks and risk mitigation to ensure effective project execution.
- Prepare statements of work, solicitation documents (including requests for proposals, task order requests, informal solicitations), and cost estimates.
- Serve as contract administrator/manager for assigned contracts, monitoring contractor performance and adherence to project schedule and deliverable requirements, and contract terms and conditions.
- Oversee that all work associated with task orders and contracts are completed satisfactorily, on-time and within budget.
- Present information to public and private organizations, stakeholder groups, and the County Council to explain, defend, or justify issues related to the Zero Waste program and specific assigned projects.
- Provide technical assistance in working sessions, stakeholder group meetings, meetings with Council staff, and other public hearings and meetings and local and state government officials.

This position requires possession of a valid driver's license and the ability to drive a County vehicle to attend meetings and perform other work at locations throughout Montgomery County, and occasionally in nearby jurisdictions or in remote areas that may not be readily assessable by public transportation.

Occasional evening or weekend work outside of normal business hours may be required.

This position requires regular inspection of an industrial site or facility and may impose physical demands including standing for long periods and/or walking over rough and uneven sites and terrain as well as exposure to dust, odors, noise, and vehicle exhaust fumes.

To ensure a positive workplace and to comply with federal, state and County laws, the incumbent is responsible for completing mandatory trainings within the first three to six months or within the specified timeframe.

For information about Montgomery County's comprehensive benefit offerings, please visit the [MCG Careers Total Rewards](#) web-page and check out our competitive benefits!

#### **MINIMUM QUALIFICATIONS**

**Experience:** Three (3) years of experience in planning and research related to land use, environmental issues, conservation or other work dThorough five (5) years professional experience managing/implementing Zero Waste programs or initiatives, waste reduction, or recycling/solid waste programs across various sectors of the public.

**Education:** Graduation from an accredited college or university with a bachelor's degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

**License:** Possession of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

#### **PREFERRED CRITERIA:**

There are NO Preferred Criteria Assessments. All Applicants will be reviewed by the Office of Human Resources (OHR) for minimum qualifications. Those applicants who meet minimum qualifications will be rated "Qualified", placed on the eligible list, and may be considered for an interview. Employees meeting minimum qualifications of the same grade or higher will be placed on the Eligible List as a "Transfer" candidate and may be considered for an interview.

#### **Preference for interviews will be given to applicants with the following:**

- Graduation from an accredited college or university with a Bachelor's degree in Environmental Science, Environmental Studies, Public Administration or related field.
- Experience as a contract administrator or manager.
- Experience planning and managing projects pertaining to sustainable solid waste management and recycling operations.
- Experience in analyzing and interpreting data and information and applying this in developing new and improving existing programs and operations related to Zero Waste objectives.
- Experience presenting, explaining, justifying, and defending complex solid waste related mandates, policies and issues to various audiences and segments of the community.

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Montgomery County Government offers competitive salaries and excellent benefits.

To view the complete job announcement and to apply, please visit our website at <https://www.montgomerycountymd.gov/HR/Recruitment/MCGCareers.html> and click on the "**Search Jobs and Apply**".

Read the full job description under the "**General Professional**" Job Category.

The requisition number is **IRC60805**.

Interested candidates must create an online account in order to apply.

**This Recruitment Closes December 15, 2023**

All resume submissions must address the preferred criteria for the position, which are listed in the full advertisement, preferably in a separate section of the resume.

Applicants are strongly encouraged to review the Resume Preparation Tips listed under the "Resources" tab on the Office of Human Resource's MCG Careers webpage.

EOE. M/F/H.