

Who we are:

The Department of Environment and Conservation exists to enhance the quality of life for citizens of Tennessee and to be stewards of our natural environment.

Our Department is committed to providing a cleaner, safer environment that goes hand-in-hand with economic prosperity and increased quality of life in Tennessee. We deliver on our mission through managing regulatory programs that maintain standards for air, water and soil quality while providing assistance to businesses and communities in areas ranging from recreation to waste management. We manage the state park system and programs to inventory, interpret and protect Tennessee's rich natural, historical, and archaeological heritage.

About the Division of Solid Waste Management (DSWM):

The Division of Solid Waste Management (DSWM) is responsible for protecting the health and environmental quality for all Tennesseans through responsive and effective oversight of waste management activities. DSWM activities are land-based, regulating both solid waste and hazardous waste through specialized programs and functions. These include landfill permits, hazardous waste permits, used oil management, lead-based paint abatement, special waste, universal waste, and annual waste reporting. DSWM also provides technical and financial assistance in the recovery and management of materials for reuse and recycling supporting end users and manufacturers.



TDEC Program Administrator 1 Division of Solid Waste Management Annual Salary Range: \$73,044 – \$131,484

Are you seeking an opportunity to work with a collaborative team in Tennessee State government? Are you concerned with protecting our environment and public health? This position works with our Materials Management Program and will also provide assistance to the Solid Waste, Hazardous Waste, Toxic Substance and Compliance and Enforcement programs. The focus of this position is to lead the Division of Solid Waste Management's internal and external communications efforts with the goal of improving the quality of work product, achieving consistency across various mediums, and increasing the awareness of the Division's efforts within the State. The position works at our Central Office in Nashville, TN.

Candidates should have a background working with external stakeholders including citizens, elected local and state officials, media, the regulated community including industry, and other state agencies. We are also seeking candidates who have some experience with grants administration, solid waste management, hazardous waste management, compliance & enforcement and Toxic Substances (PCBs, lead based paint, and Asbestos). This position requires the ability to travel daily within the state with occasional overnight stays. Preferred candidates will have a bachelor's degree in Business Management, Communications, or Environmental Science and five years of full-time professional communications experience. Candidates need a comprehensive knowledge of Microsoft 365 applications. To apply for this position visit: <https://www.tn.gov/careers>.

Highlighted Responsibilities:

- Provide senior level oversight and communication related to planning, reviewing, and coordination of grants, as well as communicating technical issues associated with the various programs in the DSWM.
- Meet with external stakeholders including local, county and state government officials and industry to discuss complex issues associated with grants and Material Management requirements.
- Have a working knowledge of DSWM Annual Progress Reports, Solid Waste Plans, and the regulatory rules and requirements impacting the Divisions regulatory programs.
- Have oversight of assigned projects; create project timelines for meeting objectives and appropriate communications plans.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.