



Eco-Cycle Zero Waste Hauling Operations & Fleet Manager

**Boulder, CO
October 2025**

Eco-Cycle, one of the oldest and largest nonprofit recyclers in the country and a pioneer in the Zero Waste movement, seeks an Operations & Fleet Manager at our Boulder headquarters.

Employee title: Zero Waste Hauling Operations & Fleet Manager

Employee Status: Full-time, non-exempt, with benefits

Reports To: Zero Waste Hauling Director

Compensation: \$80,000–\$106,000 annually, depending upon experience, expertise

POSITION DESCRIPTION

Eco-Cycle's Zero Waste Hauling Operations & Fleet Manager works within the Zero Waste Hauling (ZWH) unit, which provides collection services to commercial clients throughout Boulder County using a fleet that includes diesel, CNG, and cutting-edge battery-electric vehicles. The ZWH team also works closely with our Center for Hard-to-Recycle Materials (CHaRM). These two social enterprises share resources, staff and workflows to ensure the most efficient and productive operations of both.

SPECIFIC RESPONSIBILITIES

INTERNAL

- Oversee and manage daily activities of all drivers and field staff (8–10 employees), ensuring they have the tools they require to successfully and safely complete their work.
- Coordinate with other ZWH staff to ensure:
 - Daily hauling plans are produced, assigned, and dispatched.
 - Coordinating with the CHaRM Operations Manager on inbound and outbound loads.
 - Coordinating with other ZWH staff to ensure routes are completed and on time.
 - Support drivers by managing daily dispatch.
- Manage, oversee and coordinate compliance, maintenance, and repair of vehicle fleet. This includes:
 - A fleet of 12 commercial vehicles including diesel, CNG, and battery-electric drive trains.
 - Facilitation of periodic service and repairs on all rolling stock (trucks and trailers) and other equipment (balers and compactors).
 - Manage record-keeping of services, repairs, and related DOT compliance.

- Manage, oversee and coordinate compliance, maintenance, and repair of equipment. This includes:
 - Supplies management, including PPE, tools, and other consumables.
 - Inventory control and maintenance of dumpsters, toters, compactors, balers, and roll-off containers.
- Manage tracking of all field staff activities including material production and received materials.
- Assist with staff scheduling including time off and flexible assignments to ensure appropriate coverage across the two enterprises (scheduling CHaRM staff to support hauling and Hauling staff to support CHaRM).
- Coordinate with the Director to identify, plan and execute special projects including:
 - Vehicle and equipment procurement.
 - Facility improvements and repairs.
 - Equipment upgrades.
- Utilization of various software systems in support of operations.
- Evaluation and identification of workflow improvement opportunities, workplace hazards, and processing approaches with a particular emphasis on workplace safety.

EXTERNAL

- Coordinate with various suppliers, vendors, and service providers.
- Work with clients/partners to resolve service issues and modify services as needed.
- Serving as a back-up driver (non-CDL vehicles) to cover vacations or other emergencies.

QUALIFICATIONS & COMPETENCIES

Applicants with documented experience in the following areas may qualify at the higher end of the published compensation range.

- Strong recycling/composting/Zero Waste and sustainable materials experience, and an active interest in furthering these efforts within the business sector.
- Demonstrated fleet management and DOT compliance experience including working knowledge of commercial vehicle mechanics, maintenance, and DOT regulations.
- Mechanical aptitude and experience with a variety of common and specialized tools and equipment.
- Truck driving and utility-trailer towing experience.
- Class B CDL or successful acquisition during first year of employment.
- Flexibility and “can do” attitude to jump in and respond to needs of the team as they arise.
- Familiarity with Microsoft Suite and comfortable using basic office equipment.
- Positive attitude in the face of complex challenges.
- Current CO driver’s license and clean driving record – no DUI/DWI within past 5 years.
- Excellent driving skills and knowledge of both manual and automatic transmissions.
- Have general knowledge of Boulder County and Northern Front Range geography, streets, and highways.
- Ability to work outdoors in all weather conditions and to lift 50 lb.
- Availability to work occasional overtime as needed.

COMPENSATION & BENEFITS

The position is for 40 hours per week, generally from 6:00 am–2:00 pm, on-site. Compensation range is \$80,000–\$106,000 full-time equivalent (FTE) per year, depending on experience and expertise, plus benefits.

Benefits include:

- **EcoPass** to ride local and regional buses and trains for free.
- **Paid time off**, including six paid holidays, plus two paid Personal Days off per year; accrued vacation time; accrued sick leave; and 2 weeks of full pay for maternity/paternity/adoption leave.
- **Health benefits**, beginning after 60 days, including health, dental, and vision; plus Life insurance, and Short-Term and Long-Term disability.
- **Retirement benefits**, beginning to accrue after one year, with a 403(b) retirement plan that employer will match up to 3%.

TO APPLY: Please submit a cover letter and resume to recycle@ecocycle.org with “Zero Waste Hauling Operations & Fleet Manager” in the subject line. Applications will be accepted until the position is filled. No phone calls or drop-ins, please.

Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.