

RECYCLING SUPERVISOR

GRADE 28

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs responsible work supervising and operating the County solid waste management recycling center; maintains compliance with regulations and department procedures, and supervising operations; does related work as required. Work is performed under occasional supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Supervising recycling center operations; training staff; operates various equipment; maintaining site appearance; assisting the public.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for the daily operation of the recycling center; responsible for staffing the facility to insure optimum efficiency.
- Responsible for quality control of all incoming and processed recycled material.
- Develops work plans, provides training, monitors and evaluates work methods of subordinates; instructs and trains employees on proper safety procedures and conducts performance evaluations.
- Track daily attendance to include time cards & absences.
- Maintains daily, weekly, and monthly recycling reports to include but not limited to: daily bale processing, on hand bales quantities of various materials, etc.
- Conducts waste inspections;
- Anticipates and resolves operational problems independently.
- Ensures preventative maintenance and inspections are completed on all recycling equipment to include balers, bobcats, conveyors, pit cleaning, etc.
- Assist with public presentations and department training.
- Operates various facility equipment; ensures proper maintenance of all equipment and machinery used at the recycling center.
- Maintains compliance with department procedures and solid waste management regulations.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Detailed knowledge and ability to comply with department procedures and environmental and safety regulations applicable to the assigned areas; detailed knowledge and ability to implement safe and efficient operations of a various equipment and procedures required in assigned collection site, recycling operation, transfer facility, or landfill; ability to operate assigned equipment skillfully and safely; ability to understand and follow specific oral instructions; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience up to completion of high school, supervisory experience, and some solid waste &/or recycling experience.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, dexterity, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, visual inspection involving small defects and/or small parts, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of a driver's license valid in the Commonwealth of Virginia. Ability to pass employment physical. Must have demonstrated experience with assigned industrial equipment, or demonstrated experience supervising assigned solid waste management operations.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.