



## Recycling Supervisor Recycling

RECY/1

### JOB SUMMARY

This position is responsible for managing county recycling operations.

### MAJOR DUTIES

- Manages, supervises, and participates in the processing of recyclable materials into shippable forms.
  - Monitors the maintenance of buildings and grounds.
  - Supervises and participates in the loading and unloading of trucks.
  - Manages the handling of household hazardous materials.
  - Shreds documents for area businesses, community agencies, county departments, and the general public.
  - Operates a variety of equipment, including forklift, baler, skid loader, and scissors lift.
  - Sorts and grades recyclable materials.
  - Cleans and organizes the shop area for appearance and safety.
- Develops and manages the annual department budget.
- Manages and coordinates outbound shipments; tracks loads and payments due.
- Approves, codes, and delivers payables to the Auditor's Office.
- Documents, codes, and delivers reimbursements to the Treasurer's Office.
- Approves employee timesheets and leave requests.
- Develop new market opportunities and efficiency improvements.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of recycling management principles and practices.
- Knowledge of budget development and management principles.

- Knowledge of personnel management principles.
- Knowledge of computers and job-related software programs.
- Skill in the operation of a variety of tools and equipment.
- Skill in planning, organizing, analyzing, decision making, and problem solving.
- Skill in public relations.
- Skill in interpersonal relations.
- Skill in oral and written communication.
- Will attend a minimum of one recycling conference or continuing education opportunity per year (except for scheduling conflict of an approved personal matter)

#### SUPERVISORY CONTROLS

The Board of Supervisors assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department operations.

#### GUIDELINES

Guidelines include the county employee handbook, the safety manual, and other county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, supervisory, and equipment operation duties. The variety of activities to be managed contributes to the complexity of the position.
- The purpose of this position is to manage county recycling services. Success in this position diverts materials from the landfill.

#### CONTACTS

- Contacts are typically with co-workers, other county personnel, elected and appointed officials, recyclers from other counties, recycling haulers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.
- Work with Winneshiek County Solid Waste Agency Manager/Director.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed indoors and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Recycling Worker – Maintenance Mechanic, Recycling Worker – Truck Driver, and Recycling Worker.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Minimum 2 years direct supervisory experience.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to obtain within 6 months a valid Class A CDL driver's license.
- Possession of or ability to readily obtain Household Hazardous Materials certification.
- Possession of or ability to readily obtain Appliance De-manufacturing certification.