

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Recycling Center Supervisor

Department: Environmental/Public Works

Pay Grade: 511

FLSA Status: Exempt

Job Code: E720

JOB SUMMARY

The purpose of this classification is to supervise the operations of the Recycling Center. Plans and schedules the work of staff, directs the activities of Community Service Workers, educates the public on recycling and responds to questions and complaints. Responsible for collection and accounting of all funds received at the Center. Creates the annual budget for the Center and submits to the Solid Waste Division Manager for approval. Plans and implements improvements to operations. Maintains Standard Operating Procedures. Accountable for recycling materials processing and vendor collection of materials. Also responsible for overseeing materials collected and processed at Center during daily operations. Work is performed under the general supervision of the Solid Waste Division Manager.

ESSENTIAL JOB FUNCTIONS

- Supervises, directs, trains and evaluates assigned staff, processing employee concerns and problems, directing work, disciplinary counseling, and completing employee performance appraisals; directs the activities of Community Service Workers; maintains records of hours worked and work performance; provides reports to court system as required.
- Performs administrative functions for the Recycling Center; researches recycling markets and makes recommendations regarding materials collected; verifies departmental timesheets; prepares periodic reports as required; oversees the collection of money for recyclables; directs and monitors vendor relations and monitors vendor billing.
- Develops and administers the annual budget for the Recycling Center. Monitors expenditures to ensure compliance with approved budget. Monitors age and condition of Recycling Center equipment and facility and makes short and long-term recommendations for replacement of equipment and maintenance of facility. Makes recommendations, plans and implements improvements to operations.

- Maintains a current knowledge base pertaining to the National Pollutant Discharge and Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Industrial Activity (IGP). Ensures the Stormwater Pollution Prevention Plan (SWP3) meets the current State requirements outlined in the IGP. Completes required inspections of the Recycling Center property and submits annual reports to the Georgia Environmental Protection Division (EPD). Ensures timely reapplication for the Industrial General Permit prior to permit expiration.
- Determines and recommends training and development opportunities for self and for Center staff. Training is to be conducted in accordance with the most up to date requirements of the State of Georgia Environmental Protection Division Industrial General Permit, as well as the updated Stormwater Pollution Prevention Plan.
- Oversees and manages a comprehensive proactive safety and maintenance program.
- Develops and implements all applicable plans including emergency preparedness and Stormwater discharges.
- Creates, reviews and updates Recycling Center emergency preparedness plan and Standard Operating Procedures annually.
- Sets processing schedule of recyclables.
- Keeps abreast of national and regional standards and best practices for recycling and recycling operations. Monitors and resolves operational problems in the Recycling center; ensures cleanliness and safe conditions; ensures compliance with all applicable safety policies and procedures; responds to emergency situations as necessary.
- Educates and interacts with vendors and the public regarding Center operations and requirements; responds to questions and complaints; educates citizens and interested groups regarding recycling and related issues. Supports community events such as Green Expo, Farmer's Market, and others.
- Responsible for external conditions of building and working with contractors as needed or necessary.
- Operates a personal computer (Microsoft Office products) and all Recycling Center equipment including forklift, bobcat, baler, sorting machine and refrigerant removal machine to sort and process recyclables for shipping.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires an Associate's degree preferred; with five (5) years of experience in solid waste or recycling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).
- Certification by the American Public Works Association, Solid Waste Association of America or other agency.

Special Requirements:

- Three (3) to five (5) years of personnel supervision/management, general accounting and budgeting experience preferred as well as a medium level of mechanical knowledge related experience to oversee daily functional operation of a solid waste facility.

Knowledge, Skills and Abilities:

- Knowledge of City, county, state and federal codes, ordinances and regulations pertaining to recycling residential and commercial waste.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to review, classify, categorize, prioritize, and/or analyze data, which includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to perform in a supervisory capacity over other workers. Requires regular interaction with the public.
- Ability to use and operate a personal computer, fax machine and recycling center equipment such as forklift, sorter, baler, refrigerant removal machine and other equipment.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, fumes, temperature and noise extremes, machinery, vibrations, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.