

Department: Solid Waste
Classification: Competitive
Grade: __11__

SPEC DISK C5
DOCUMENT 23

RECYCLING FACILITY SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for overseeing and participating in the operation of a solid waste recycling facility including the receiving, separating, processing and shipping of recyclables. The incumbent supervises and participates in daily operations, coordinates the receipt and shipping of materials with vendors and truckers, and maintains program records. The work is performed under the general supervision of a higher level Solid Waste Department employee with leeway allowed for the use of independent judgment in carrying out work details. Supervision is exercised over a small number of Recycling Attendants and Motor Equipment Operators. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans daily operations of recycling facility;
Supervises and participates in receiving, storing, processing, separating and shipping recyclables such as paper, glass, metals, etc.;
Makes arrangements for the shipping of finished products with buyer, and the receiving of materials with haulers;
Conducts random inspection of finished product for quality assurance and control;
Directs and operates specialized equipment such as balers, fork lifts, crushers, etc., in separating and baling recyclable materials;
Maintains written records of materials received and processed;
Weighs incoming and outgoing loads;
May be responsible for routine maintenance and minor repairs to equipment;
Trains employees in proper work procedures;
Prepares employee work records and program account records.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment involved in the operation of a solid waste recycling facility; ability to plan and supervise the work of others; ability to operate motorized equipment in the separating and baling of recyclable materials; ability to prepare and maintain records and reports; ability to schedule and coordinate receiving and shipping materials with buyers and haulers; ability to understand and follow oral and written directions; ability to perform manual labor; ability to get along well with others; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and four years of general construction experience involving the use of heavy motorized equipment, one year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Eligibility for an appropriate level New York State driver's license at time of application. Possession of such license at time of appointment.