

RECYCLING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is semi-skilled work involving responsibility for supervising and participating in the operations of a small recycling center and/or transfer station which includes materials pick up, site collection and material disposal activities. Work is performed under general supervision and in accordance with all applicable laws, rules and regulations. Supervision is exercised over a small number of unskilled subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises daily recycling operations to provide for the most economical operation of the center;
Plans and assigns duties and projects required to operate and improve recycling operations;
Prepares work schedules;
Monitors compliance with all state and local recycling rules and regulations;
Orders materials and supplies;
Collects and accounts for monies received in accordance with established fee schedules;
Arranges for the pick up of materials to and from collection sites;
Performs manual work in the collection of recyclable materials;
Performs and/or oversees maintenance and repair tasks on trucks and equipment such as changing oil, plugs and points;
Assists in the preparation of the annual budget;
Operates loading equipment;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of supervision; working knowledge of management practices and principles; knowledge of the town's geography; ability to make semi-skilled mechanical repairs to trucks and equipment; ability to organize and direct the work of others; numeric ability; integrity; good judgment; resourcefulness.

MINIMUM QUALIFICATIONS: Either

- a) One (1) year of full-time experience in leading or directing a work crew involved in manual labor; or
- b) Two (2) years of experience leading or hands-on participation in recycling operations; or
- c) An equivalent combination of experience as indicated in a) and b) above.