

## **RECYCLING CREW SUPERVISOR**

### **MAJOR FUNCTION**

This position performs semi-skilled work and supervises the daily operations of the County's recycling centers. Position is responsible for ensuring the proper maintenance and upkeep of center sites and the overall safety of working conditions.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Supervises recycling employees and community service workers located throughout the County.
- Managing employees, utilizing the employees training potential. Training all recycling attendants in their duties providing necessary training to be efficient.
- Maintenance of time clocks and time cards for all employees including reconciliation and documentation for payroll.
- Maintain proper repair of equipment in a timely manner to avoid uninterrupted disposal service for Marion County residents.
- Implement emergency plans to compensate during inclement weather i.e.; Hurricanes, Tornadoes or power outages.
- Considerable knowledge of the effective methods of handling, and disposing of Household Solid Waste, Hazardous Waste, and recycling.
- Analyze recycling budget, including assessing figures, personnel, and annual division needs, compiling data to submit weekly and monthly expenditures.
- Inspect and adjust work methods as necessary, promotes safety practices and ensures proper equipment is available for the work sites to avoid hazards.
- Ensures all recycling centers are operated in a safe and most proficient manner for the employees and residents.
- Acknowledge good customer service; manage community workers to ensure compliance with county and departmental policies to ensure high quality of work.
- Evaluates staff using Performance evaluation, nominates employee of the quarter and year using computer database, spreadsheets and work programs.

## **RECYCLING CREW SUPERVISOR**

- Ensures compliance with State, Federal, and Local Regulations dealing with recycling, and related issues.
- Prepares reports of incidents, accidents and documents disciplinary forms and incident reports at all County Recycling centers and takes the appropriate action.
- Maintain strong organizational skills with the ability to prioritize tasks, analyze data, meet multiple deadlines, and have the ability to multi task simultaneously.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

### **SECONDARY FUNCTIONS**

- Performs other tasks as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Directly and regularly supervises a relatively large number of employees, with no indirect supervision of other employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENCES, CERTIFICATIONS**

#### **Education and Experience**

High school diploma or general education degree (GED); supplemented by six months to one year highly responsible or lead worker experience in solid waste operations; or an equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Class E License.

### **JOB SKILLS.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

## **RECYCLING CREW SUPERVISOR**

### **Language skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports from equipment usage and employee hours on equipment and correspondence.
- Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical skills**

- Ability to calculate figures and amounts to such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, and procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

### **Specialized Skills and Abilities**

- Ability to establish effective working relationships with fellow employees and customers.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

To accomplish the tasks of this position, the employee will be required to operate a trash compactor, push lawn mower, weed eater, blower, drill, pressure washer, mechanical hand tools and various hand tools such as rake, shovel, and broom. This employee will be required to operate a computer, calculator, digital camera, telephone, two-way radio, fax machine, copy machine, and

## **RECYCLING CREW SUPERVISOR**

other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to sit, taste or smell, and to lift up to 50 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 50 pounds; and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions. The typical noise level for this environment is loud.

Established: 10/99

Pay grade: 12

Job Description Number: 7038

Category: 7

Status: NE

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