

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: DELAWARE RECYCLING CENTER FACILITY MANAGER

REPORTS TO: SENIOR MANAGER OF STATEWIDE RECYCLING

JOB CLASS: EXEMPT

LOCATION: DELAWARE RECYCLING CENTER (DRC)

PURPOSE: This position is responsible for the hands-on management of the Delaware Recycling Center, including the maintenance and repair of buildings, grounds, mechanical and electrical systems, permit compliance, the facilitation of working relationships with all industrial tenants, and the oversight of the Facility's truck scales and Weighmasters. The position is also responsible for the management of the Northern Recycle Delaware drop off program and general oversight of the Pigeon Point Landfill.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Manages the operation of the Delaware Recycling Center, including, but not limited to, the mechanical, electrical and fire suppression systems and the maintenance and repair of buildings, grounds, vehicles and equipment.
- Oversees Delaware Recycling Center personnel, including daily staffing and work assignments and duties. Manages relations with industrial tenants, including responsive handling of repairs and maintenance, consistent and fair enforcement of regulations, and regular communication with tenants.
- Ensures DSWA and its tenants operate in compliance with all applicable permits, regulations and standards.
- Manages Recycle Delaware program operations in New Castle County, including daily staffing and work assignments and duties, and the oversight of vehicle maintenance and repair.
- Conducts inspections of the Pigeon Point Landfill to ensure permit compliance with permit conditions.
- Plans and prepares applicable projects and budgets.
- Supervises and directs work of contractors and subcontractors on all applicable systems at the Delaware Recycling Center and the Pigeon Point Landfill to ensure compliance with contract requirements.

- Prepares Delaware Recycling Center and Pigeon Point Landfill reports on a regular basis and as requested.
- Maintains Delaware Recycling Center, Recycle Delaware and Pigeon Point Landfill maintenance and inspection records as appropriate.

ADDITIONAL DUTIES:

- Recommends disciplinary action for staff when necessary, handles questions and complaints pertaining to the Facility, is on call 24 hours per day to respond to emergencies and fills in for absent employees, as needed.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree and 3 years of experience in facilities management and 3 years of supervisory experience or a high school diploma and 6 years of experience in facilities management and 3 years of supervisory experience..

Must possess a valid driver's license.

Ability to evaluate work load and organize assignments to ensure efficient utilization of personnel, materials and equipment. Ability to communicate effectively verbally and in writing. Ability to exercise independent judgement and make decisions. Ability to identify and respond to problems in a timely manner. Knowledge of and the ability to interpret and implement applicable environmental rules and regulations related to Facility operations. Knowledge of the operation and preventative maintenance requirements of a variety of equipment, including vehicles, heavy equipment and building systems, as well as solid administrative and follow up skills to develop and implement maintenance programs. Skill in interpersonal communications, negotiations and conflict resolution. Strong leadership and relationship building skills.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, stooping, kneeling, crouching, or crawling, talking or hearing.

This position requires no lifting.

No special vision requirements.

This position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, moisture and/or humidity, and dust.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

SUPERVISOR

DATE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES

DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

EMPLOYEE

DATE

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.