

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** SENIOR MANAGER OF STATEWIDE RECYCLING

**REPORTS TO:** CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** This position is responsible for the management and operations of DSWA statewide recycling programs.

## 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.

- Oversees the yearly operations of the paper recycling, electronic goods and household hazardous waste program. In addition works with the drop-off recycling contractor almost daily; inspects recycling facilities (both DSWA and for outside concerns).
- Responsible for management and general oversight of materials processing, collection, storage and transfer facilities including, but not limited to, the mechanical and electrical systems, maintenance and repair of buildings and grounds, and supervision of staff.
- Responsible for the management and general oversight of materials collection and recycling operations
- Provides supervision and management to recycling program staff.
- Supervises and directs work of contractors and subcontractors on all applicable DSWA systems to ensure compliance with contract requirements; reviews invoices for various recycling vendors contracted with DSWA.
- Performs strategic and long range planning and analysis for recycling
- Plans and prepares applicable projects and budgets
- Ensures that applicable codes, standards and regulations are met
- Prepares management reports of all activities on a regular basis and as requested
- Prepares monthly operating reports and other written reports as required
- Generates monthly reports for 'RD' site sponsors (i.e., cities, towns, private industry).
- Handles complaints and questions pertaining to recycling.
- Reviews contract invoices prior to payment. Provides information regarding cost of centers, budget requirements and progress reports, etc.
- Creates multiple recycling Requests for Proposals annually.

- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree and 10 years of experience in facilities management.

Must possess a valid driver's license.

### Physical Requirements:

This position requires standing, walking, sitting, and talking or hearing.

This position requires lifting up to 25 pounds.

No special vision requirements.

This position risks exposure to indoor environment and outdoor environment.

**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.*

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**SUPERVISOR**

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**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.*

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**HUMAN RESOURCES**

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**DATE**

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

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**EMPLOYEE**

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**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.*

