

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: SUPERVISOR OF RECYCLING

REPORTS TO: SENIOR SUPERVISOR OF RECYCLING

JOB CLASS: EXEMPT

LOCATION: DELAWARE RECYCLING CENTER (DRC)

PURPOSE: The position is responsible for supervising the daily operations of recycling programs. This is a working “hands on” supervisory position.

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.

- Maintains direct contact with the contractor to insure recyclable materials from the drop-off Recycle Delaware sites are being picked up and materials are being processed and shipped as the contract specifies.
- Provide supervision of recycling technicians and facility operation staff. This may include the need to deal with daily business at the Delaware Recycling Center (DRC or Milford Transfer Station such as communicating with outside contractors and DSWA personnel.
- Assists with equipment operation as needed.
- Oversees and assists in the supervising of daily inbound and outbound handling of recyclable commodities.
- Assists in the maintenance and repair of vehicles and equipment.
- Responsible for overall facilities maintenance, cleanliness and appearance.
- Fills in as a Recycling Technician when needed.
- Prepares operations reports, including recycling data for senior management.
- Trains and evaluates technicians and prepares technician’s daily schedules to insure all drop-off sites are routinely maintained.

ADDITIONAL DUTIES:

- Determines if potential sites are suitable as recycling centers by considering access for vehicles, available space, trees, power lines, lighting, etc
- Interacts with the public in a respectful and pleasant manner.
- Conducts Collection Event Surveys.
- Replaces igloos when broken, orders field supplies when necessary.

- Reviews contract invoices prior to payment.
- Handles complaints and questions pertaining to recycling.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Possess a high school diploma or equivalent and 2 years of experience in collection or distribution of materials. Possess a valid driver's license.

Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires lifting up to 100 pounds.

The position requires: Close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Color vision (ability to identify and distinguish colors). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Position risks exposure to indoor environment, outdoor environment, noise, extreme temperatures, vibration, moisture and/or humidity, dust, fumes, gases, electrical hazards, mechanical hazards, chemical hazards, explosive hazards, burn hazards, and potential for violence/physical altercations.

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.