

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** MANAGER OF RECYCLING OPERATIONS

**REPORTS TO:** SENIOR MANAGER OF STATEWIDE RECYCLING

**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.

- Manages the day to day operations of the Recycling/Collection Stations, electronic goods and household hazardous waste program; inspects recycling facilities (both DSWA and for outside concerns).
- Ensures that all applicable codes, standards and regulations are met.
- Responsible for management and scheduling of all DSWA recycling staff and supervisor(s).
- Must be familiar with the materials collection and recycling operations at the DRC.
- Responsible for all DNREC permits pertaining to Recycling/Collection stations.
- Supervises and directs work of contractors and subcontractors on all applicable DSWA Systems to ensure compliance with contract requirement; reviews invoices for various recycling vendors contracted with DSWA
- Plans and prepares applicable projects and budgets.
- Prepares monthly operating reports and other written reports as required.
- 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.
- Develops Requests for Proposals and bids on a regular or as needed basis.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in Business Management or related field and ten (10) years of experience in operations management.

Must possess a valid driver's license.

**Physical Requirements:**

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

This position requires lifting up to 25 pounds.

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.*