

# DELAWARE SOLID WASTE AUTHORITY

## J O B D E S C R I P T I O N

March 4, 2008

TITLE: DELAWARE RECYCLING CENTER FACILITY MANAGER

REPORTS TO: SENIOR MANAGER OF STATEWIDE RECYCLING

JOB CLASS: EXEMPT

LOCATION: DELAWARE RECYCLING CENTER (DRC)

### PURPOSE:

This is a working “hands-on” management position that reports to and works with general supervision from the Senior Manager of Statewide Recycling

### JOB DUTIES:

- \* Operation of the Transfer Station, collection and storage facilities, including, but not limited to, the mechanical and electrical systems, maintenance and repair of buildings and grounds, and supervision of staff.
- \* Responsible for managing the curbside and drop off recycling collection operations for New Castle County
- \* Responsible for managing the Electronic Goods Recycling operations for New Castle County.
- \* Responsible for managing the Oil Filter Collection program for New Castle County and the processing system for the oil filters.
- \* Supervises and directs work of contractors and subcontractors on all applicable DSWA systems to ensure compliance with contract requirements
- \* Plans and prepares applicable projects and budgets
- \* Ensures that applicable codes, permits, standards and regulations are met
- \* Prepares DRC marketing reports and manages sales of materials from the DRC
- \* Works with other supervisors to ensure safe and efficient team oriented operation.

## Delaware Recycling Center Facility Manager

### Job Description

#### Page 2

- \* Oversees Delaware Recycling Center (DRC) personnel including daily staffing and work assignments and duties.

On call 24 hours per day, including weekends to respond to emergencies

Prepares DRC reports (some technical) on a regular basis and as requested

Prepares employee performance evaluations

Recommends appropriate disciplinary action when necessary

Maintains production and maintenance records.

Handles complaints and questions pertaining to the DRC.

Provides information regarding cost centers, budget requirements and progress reports, etc.

Performs related work as required

### QUALIFICATIONS:

Possession of a bachelor's degree from an accredited college or university in business management or business administration and three (3) years' experience in a business community with emphasis on written and oral communication, or any equivalent combination of education, training and experience consisting of a minimum of six (6) years experience of which three (3) years must include supervisory experience that has provided knowledge, abilities and skills necessary to perform the duties described and possession of a driver's license. Training, knowledge and experience of applicable computer software required.

\*Denotes essential functions of the job