

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

NOVEMBER 30, 2007

TITLE: SENIOR MANAGER OF STATEWIDE RECYCLING
REPORTS TO: CHIEF OF BUSINESS AND GOVERNMENTAL SERVICES
JOB CLASS: EXEMPT
LOCATION: DOVER OFFICE

PURPOSE:

To manage all operations of DSWA's statewide recycling programs.

JOB DUTIES:

- * 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
 - * Supervises and directs work of contractors and subcontractors on all applicable DSWA systems to ensure compliance with contract requirements.
 - * 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
- On call 24 hours per day, including weekends to respond to emergencies
- Prepares management reports of all activities on a regular basis and as requested
- * Responsible for general preparation and reporting of maintenance records
- Prepares employee performance evaluations

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Recommends appropriate disciplinary action

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.

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 five (5) 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 eight (8) years experience of which four (4) years must include supervisory experience that has provided knowledge, abilities and skills necessary to perform the duties described and possession of a Class D driver's license. Training, knowledge and experience of applicable computer software required.

*Denotes essential functions of the job