

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Recycling Supervisor

DEPARTMENT: Solid Waste Management District

STATUS: Full-time

FLSA STATUS: Non- Exempt

DATE REVISED: November 2015

Incumbent serves as the Recycling Supervisor, responsible for daily operation of the Columbus/Bartholomew Recycling Center and related facilities. The Supervisor will provide direction and oversight to all Recycling Center staff. These duties will require 40 hours of service per week, generally Monday through Friday. Working hours may vary as workload fluctuates.

DUTIES

1. Responsible for the receipt of recyclables from private residents, businesses, and municipalities including unloading materials, screening for contaminants, and directing materials to their location.
2. Responsible for processing all materials received at the Recycling Center. This may include but is not limited to bailing, weighing, loading, crushing, flattening, and separation. Pre-processing preparation (hand sorting, contaminant removal) is required.
3. Responsible for the proper storage and loading of unprocessed and processed recyclables of the Recycling Center.
4. Maintains a record of materials received, processed, and loaded out to market as well as customer numbers.
5. Schedules transportation of material to market and negotiates market prices for processed materials.
6. Provides direction to and supervision of Center staff, agents, and volunteers to receive, process, handle, and transportation preparation of materials to market.
7. Manages the Household Hazardous Waste (HHW) Collection Program to receive and process material from residents including the processing and shipping of material.
8. Responsible for the routine operation of the Electronics Recycling Program including transportation of materials to the landfill.
9. Responsible for the proper housekeeping of the grounds and buildings of the Recycling Center and Warehouse as well as the general maintenance of equipment.
10. Assist the Director as necessary in the routine operation of the District's programs of activity.

11. Responds to public inquiries about District programs.

JOB REQUIREMENTS

A high school diploma with experience in recyclables processing, warehouse operations, scheduling, and inventory is preferred. A strong mechanical aptitude is required.

Ability to effectively communicate, both orally and in writing, with a wide variety of individuals, including public, staff, and members of the general public.

Must pass a routine drug screening test.

DIFFICULTY OF WORK

Incumbent performs a wide variety of activities including supervision, mechanical labor, and administrative duties. Policy and guidance is provided by the Director as per the District Board of Directors.

SALARY: \$31,295.00

This job posting is intended to be a general summary of the job content. It should not be construed to be an exhaustive listing of the job duties or requirements.

Submit Resume, District Application, and Supplemental Questions (found at bcswmd.com) by Friday, September 22nd 2017 by 4:30 pm:

Bartholomew County Solid Waste Management District
720 South Mapleton Street
Columbus, IN 47201
812-376-2614