

Position Purpose:

Performs administrative, technical and supervisory work involved with the operation and maintenance of the Recycling Center Facility. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Oversees and directs all recycling activities to ensure that they are properly performed and in compliance with federal, state and local regulations.
- Inspects operations and develops methods for controlling problems; supervises the daily maintenance and operation of the Recycling Facility.
- Responsible for the care and maintenance of the site, including yard, driveway, fence and buildings.
- Processes and markets recyclable commodities in the most profitable manner.
- Greets customers and assists them with sorting materials; inspects materials to ensure that they are appropriate. Provides information on the Center's operations, policies and purpose.
- Issues permit stickers and enforces their purpose of limiting use of the site to Candia residents and businesses.
- Initiates, maintains and oversees the annual budget.
- Ensures all mechanical equipment is in good working order; arranges for repairs when needed and designs a preventative maintenance plan.
- Maintains existing vendor relationships and investigates potential new vendor partnerships.
- Schedules services for groundskeeping and other building-related maintenance issues.
- Removes contaminants from recyclable containers and when items are improperly disposed, corrects the situation.
- Maintains detailed budget accounts, financial records, and statistical records.
- Oversees staff, define staff responsibilities, train, schedule work, assign tasks, and provides instructions, and evaluations.
- Executes safe work procedures and reports unusual and/or hazardous conditions, problems and personal injuries to the Selectman in charge of the Facility.
- Attends relevant training, conferences and meetings.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School diploma or equivalent; NH Department of Environmental Services Certification as a Solid Waste Senior Facility Operator; 3 years of municipal, community, or waste program experience; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Strong problem solving, negotiating, and facilitations skills; Demonstrated success managing projects and schedules; working knowledge of local and state regulations.

RECYCLE CENTER SUPERVISOR/OPERATOR

CANDIA, NH

Ability: Ability to communicate effectively and efficiently verbally and in writing with tact at all times. Ability to work effectively under time constraints to meet deadlines. Ability to direct the work of others and direct the operation and maintenance of equipment.

Skill: Strong interpersonal skills, excellent written and verbal communication skills. Excellent planning and organizational skills. Proficient computer, math, budget preparation and report writing skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of the facility. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: Performs various duties of a routine to complex nature following acceptable standards of quality and performance, requires independent judgment in determining methods of completion and carrying out assignments.

Supervision Received: Works under the supervision of the Board of Selectmen Liaison.

Supervision Given: Provides daily direction, and counsels and disciplines staff consistent within Town policies.

Job Environment:

- General office conditions, field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment, the workload is subject to seasonal and weather-related fluctuations, responds to demand, operates telephone, computer, hand and power tools, and standard office machines.
- Makes frequent contact with the public, municipal, state and federal representatives, elected officials, businesses, property owners, consultants, department heads, other city employees.
- Has access to department-related confidential and/or sensitive information.
- Errors could result in delay or loss of services, personal injury to self and/or others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.