

OPERATIONS SUPERVISOR (RRA)

DISTINGUISHING FEATURES OF THE CLASS:

This position is located at the Dutchess County Resource Recovery Agency and involves supervision and coordination of contractors that operate Agency facilities such as the Resource Recovery Facility, Materials Recovery Facility and Landfill. Work is carried out under general supervision of the Executive Director. Direct supervision is exercised over the Weigh Scale Operators and Recycling Attendant.

TYPICAL WORK ACTIVITIES:

1. Oversees operation of the plant tipping floor including determination of acceptable and unacceptable waste and directing actions to be taken in conjunction with the contractor;
2. Supervises the weigh scale operation at the RRF and MRF and operates weigh scale on an as needed basis;
3. Supervises the pick up and hauling of recycled materials that are being collected at municipal sites;
4. Assists the recycling coordinator with accessing markets for recycled materials and works with private carters in the implementation of commercial recycling;
5. Coordinates activities between the Agency, the ash landfill and the ash hauling contractor to insure contracts are being implemented properly;
6. Interacts with DRMI on a daily basis concerning ash handling, msw deliveries, and general maintenance of the Facility and provides reports to the Executive Director concerning issues that need to be resolved;
7. Coordinates with DRMI ferrous metal recovery and marketing and interfaces with contractors concerning removal and handling;
8. Assists the Agency Engineer in matters related to ash testing such as moisture and ferrous recovery;
9. Assist Recycling Director in supervision of the contractor for construction and operation of the MRF site;
10. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of operation and maintenance of facilities owned by the Agency including the RRF, MRF and weigh scale; ability to understand and carry out written and oral instructions; ability to document unsafe conditions and maintenance and operation problems and provide accurate reports to the Executive Director and Agency Engineer; ability to perform basic mathematical computation; good mechanical aptitude; willingness to work outside under all weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: (RECOMMENDED ONLY)

High school graduation or possession of a high school equivalency diploma and three (3) years of work experience related to operation and maintenance activities.

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ADOPTED: 05/11/93