

RECYCLING SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS:

This is routine but important work involving responsibility for maintaining and operating a recycling center and related equipment or for overseeing a special recycling project for a municipality. Incumbents in the class are required to perform simple record keeping activities in relation to the processing of recycled materials and to make periodic reports. General supervision is received from higher level administrative staff. Supervision may be exercised over subordinate personnel.

TYPICAL WORK ACTIVITIES:

1. Supervises and coordinates the activities of a recycling center or a recycling project, such as overseeing the pickup and disposal of bulk recycling items;
2. Oversees the monitoring of recycled materials and ensures all safety and environmental regulations are met;
3. Maintains and cleans recycling bins and recycling area;
4. Handles or oversees the processing of paperwork, such as correspondence, notices, permits, etc., related to recycling program;
5. Responds to inquires from the public concerning recycling program;
6. Loads and delivers recycled paper to paper plant;
7. Operates and maintains equipment such as forklift, bush hog, or tractor in the performance of duties;
8. May perform groundskeeping, cleaning, and routine maintenance tasks such as mowing, raking, cleaning rest rooms, painting, and minor repair work;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate and repair equipment used in the operation of a recycling center such as fork-lifts, tractors, brush hogs, etc.; ability to keep records and make reports; ability to secure the cooperation of others; ability to supervise the work of others; ability to work outdoors in all weather conditions; dependability; initiative and resourcefulness in the solution of mechanical problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or an equivalency diploma plus one (1) year of experience in the operation and maintenance of a landfill area, incineration plant, or transfer station or one year of maintenance experience.

NOTE: Work experience may be substituted for formal education on a year for year basis.

SPECIAL REQUIREMENT:

Possession of a valid appropriate level N.Y.S. drivers license at time of appointment.

EV3409

ADOPTED: 04/02/92

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