



CAYUGA



CIVIL SERVICE

An Equal Opportunity - Affirmative Action Employer

COUNTY



F:\Civil\Jobsp/Recycling Facility
Supervisor, PT (Ledyard)

TITLE:	RECYCLING FACILITY SUPERVISOR, PT
JURISDICTIONAL CLASS:	NON-COMPETITIVE
CIVIL DIVISION:	TOWN OF LEDYARD
ADOPTION: CSM	02/09/2000
REVISED: CSM	

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for overseeing & participation in the operation of a solid waste recycling facility including the receiving, separating, processing and shipping of recyclables. The incumbent supervises and participates in daily or weekly operations, coordinates the receipt and shipping of materials with vendors and truckers, or employee equipment operators and maintains program records. The work is performed under the general supervision of the Town Board or other designated supervisor with leeway allowed for the use of independent judgment in carrying out work details. Supervision is exercised over a small number of attendants, laborers and/or Motor Equipment Operators. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Plans daily or weekly operations of recycling facility;
- Responsible for opening and closing facility on days of operation;
- Supervises and participates in receiving, processing, separating and shipping recyclables such as paper, glass, metals, etc.;
- Responsible for all sales of transfer-site stickers at the facility
- Makes arrangement for the shipping of finished products with buyer, and the receiving of materials with haulers;
- Conducts random inspection of finished product for quality assurance and control;
- May operate specialized equipment such as balers, fork lifts, crushers, etc., in separating and baling recyclable materials;
- Maintains written records of materials received and processed;
- Trains subordinate employees in proper work procedures;
- Prepares employee work and program account records;
- May pursue and establish market for recyclable items;
- May prepare periodic reports on the operation of the recycling facility;
- May operate medium and heavy equipment at the facility;
- Maintains a clean facility;
- Performs other related duties as directed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and equipment involved in the operation of a solid waste recycling facility;
Ability to plan and supervise the work of others;
Ability to operate motorized equipment in the separating and baling of recyclable materials;
Ability to prepare and maintain records and reports;
Ability to schedule and coordinate receiving and shipping materials with buyers and haulers;
Ability to understand and follow oral and written directions;
Ability to perform manual labor;
Ability to get along well with other;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and two years of supervisory experience.

SPECIAL REQUIREMENT:

Eligibility for an appropriate level NYS Driver's License at time of application.
Possession of license at time of appointment.