POSITION DESCRIPTION BARTHOLOMEW COUNTY SOLID WASTE MANAGEMENT DISTRICT

JOB TITLE: Operations Manager DEPARTMENT: Solid Waste Management District

STATUS: Full-time FLSA STATUS: Exempt DATE REVISED: November 2015

Incumbent serves as the Operations Manager, responsible for the daily operation of the Bartholomew County Landfill, Recycling Center, Yard Waste Site, Construction/Demolition Landfill, Commercial Cardboard, and Rural Recycling Program. These duties will require 40 hours of service per week. Working hours will be established by the District Director and may vary work schedule as workload fluctuates.

DUTIES

1. Manages and oversees the operations of equipment, personnel, and facilities of the municipal sanitary landfill, closed landfill site, recycling center, and the yard waste site to ensure efficient and safe operations and full compliance with all applicable local, state and federal guidelines, laws and regulations.

2. Liaison between District facilities including making bank deposits, exchanging documentation, delivering paperwork and supplies, obtaining parts or supplies as needed.

3. Supervises and oversees construction projects of the District.

4. Manages the rural collection program for household solid waste and recyclables. Ensures the emptying of all collection containers and general site litter collection no later than Tuesday of each week.

5. Manages the commercial cardboard program including overseeing staff (subbing as needed), equipment, and assisting with troubleshooting/repairing problem situations.

6. Monitors, reviews and approves a wide variety of internal reports and records, including equipment maintenance and performance reports.

7. Responds to complaints from citizens and representatives of businesses, industries and other organizations, assesses the nature of the complaint and formulates and implements corrective actions, as needed.

8. Assist the Director in the maintenance of all equipment and facilities, including; buildings and structures (i.e. recycling center, warehouse, landfills, Scalehouse, reuse, recycling), conveyors, baler, densifier, furnaces, vehicles (forklifts, trucks, etc.), pumps and grounds (i.e. landscaping, fencing, mural design and construction, exhibit compost displays).

9. Responsible for the winter maintenance of parking lots and roads with the rural collection program, Recycling Center, and Landfill areas.

10. Provide tour guide support, whenever required, for recycling center and landfill.

11. Prepares and presents reports monthly to the District Director. Responsible for noting substantive problems and their solutions, as well as reporting on general operations.

JOB REQUIREMENTS

A high school diploma or equivalent is required: knowledge of and the ability to drive heavy and light duty trucks; knowledge of IOSHA regulations: knowledge of City streets and Bartholomew County roads.

Must be able to work holidays, weekends, and over-time as needed.

Working knowledge of local, state and federal regulations concerning solid waste and environmental protection.

Ability to effectively communicate, both orally and in writing, with a wide variety of individuals, including subordinates, other local, state and federal officials and members of the general public.

Legally qualified to operate motor vehicle, CDL License- Class B with Air Brakes is preferred with applicable experience.

IDEM Landfill Operator certification and SWANA MOLO certification or the ability to acquire both within 12 months of hire and maintain.

DIFFICULTY OF WORK

Incumbent performs a wide variety of general administration and management duties, working independently from supervision. General goals and objectives are recommended by the incumbent, and approved by the Director as modified/adopted by the Board of Directors. Independent judgment is exercised in designing and selecting appropriate guidelines and procedures.