

## OPERATIONS SUPERVISOR

Seeking an operations supervisor for a material recovery facility in Jacksonville. Requirements include a Class A CDL, experience with heavy equipment and ability to quickly learn operations and multi-task. Experience in the solid waste industry a plus. Detailed job description and employment application located at [www.coastalrecycles.com](http://www.coastalrecycles.com). Send resumes or applications by email to: [info@coastalrecycles.com](mailto:info@coastalrecycles.com), or mail to: Coastal Recycling Services, PO Box 350850, Jacksonville, FL, 32235-0850. CRS is a DFWP and conducts pre-employment drug testing.

## FULL JOB DESCRIPTION

### NATURE OF WORK

This is skilled supervisory work overseeing and leading all facets of operations in the Material Recovery Facility (MRF).

### CLASSIFICATION STANDARDS

Positions allocated to this classification report to a designated manager and work under limited supervision. Work in this class requires the ability supervise and lead the work of others, to make decisions and work independently.

### EXAMPLES OF WORK\*

### ESSENTIAL JOB FUNCTIONS

MRF supervisors are responsible for planning, leading, monitoring and evaluating the work activities of 10-25 employees. He/she supervises facility operations, processing of the waste stream in the MRF processing area, sorting and processing of recyclable products, and facility maintenance and upkeep. This highly responsible and physically strenuous position will involve requirements to operate heavy industrial equipment, operate commercial trucks and work in inclement outdoor environments. In addition, the position requires the supervisor to:

- Provide prompt, courteous and complete service to customers.
- Demonstrate safety awareness and ownership. Ensure employees under his/her supervision have the necessary training and equipment to safely perform assigned duties.
- Supervise the incoming waste stream, processing area and recovered materials area to ensure no unauthorized waste is received and that construction and demolition (C&D) waste is properly sorted, processed and loaded for transport off the facility.
- Maintain and manage stored recovered material piles. These piles include but are not limited to: wood, aggregates and yard debris.
- Maintain and manage recovered material piles and containers, including but not limited to: crushed concrete, wood and yard waste.
- Monitor Driver Vehicle Reports (DVR) and supervise heavy equipment inspections.
- Ensure drivers are in compliance with driver DOT, federal, state, local and company regulations.

- Train drivers in semi-trailer waste hauling and roll-off truck operations and other vehicle-related training, as required.
- Train employees in forklift safety and operations.
- Communicate with management regarding customer service and/or employee situations.
- Complete employee evaluations and provide input to management during employee appraisal and evaluation periods.
- Supervise and provide training and instruction for subordinate personnel and advise the manager of level of job knowledge, skills and abilities of personnel in training, as directed by the Operations Manager.
- Maintain all required records and reports accurately and timely.
- Complete accident investigations and submit appropriate documents and reports as required by company policy.
- Conduct and document regular training and safety meetings with assigned employees.
- Must be able to lift, push, and pull up to 50 pounds without assistance.
- Inspect and perform routine daily maintenance on industrial equipment assigned to the MRF, including yellow gear (excavator, backhoe, forklift, etc.), trucks and processing equipment.
- Perform the duties of Spotter, as required and assigned.
- Perform the duties of Sorter, as required and assigned.
- Perform the duties of a CRS driver, as required and assigned.
- Supervise maintenance shop employees and oversee the facility's preventative maintenance program.
- Will be required to work overtime, weekends and during emergency conditions.

#### NON-ESSENTIAL JOB FUNCTIONS

- Answer office telephones; respond to customers and the public's questions (e.g. prices, acceptable waste, hours of operation, directions to the facility), and other receptionist duties as assigned/required.
- Perform the duties of Scale House Operator, as required and assigned.
- Complies with information provided on Material Safety Data Sheets for all products. Handles and stores items properly.
- Observes and adheres to proper tag out and lockout of vehicles in accordance with clearance procedures, policies, and practices.
- Attends training and other required company functions.
- Completes established training objectives for assigned job and responsibilities.
- Assists with cleaning of company facilities and equipment, and general housekeeping as required.
- Train in HAZWOPER. Respond to and contain spills.
- Working knowledge and ability to use Microsoft Office (Outlook, Word, Excel, and Power Point) applications.
- Oversees facility upkeep and general housekeeping in work areas.
- Responsible for enforcing the company's drug free work place (DFWP) policy.
- Attends work on continuous and regular basis.
- Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

High school diploma or general education degree (GED) required. Minimum of four years experience, including two years of supervisory experience, in an industrial environment (preferably the waste or recycling industry), including the operation of heavy equipment and commercial trucks, use of tools and equipment used in maintenance, repair, or construction work, or an equivalent combination of training and experience which provide the required knowledge, ability, and skills.

- Possess a valid Class A CDL (Class A)
- Must have a valid DOT Medical Card.
- Minimum six years satisfactory driving experience and a clean driving record.
- Must pass DOT physical and drug screen.
- Must pass written and road test evaluation(s).
- Experience operating heavy equipment, including but not limited to: excavator, bucket loader, backhoe, forklift and roll-off truck.
- No suspensions or revocations due to a moving violation or accident within two years.
- No DUI (driving under the influence) convictions within four years.

## LICENSES/CERTIFICATES

- Valid Florida CDL Class A
- Valid DOT Medical Card.
- Hazardous Waste Operator Certificate or ability to obtain within 6 months of hire date.

## NOTES

- This physically strenuous position involves working outdoors year-round doing tasks that require physical strength and endurance. Work requires the strength and agility sufficient to safely perform all essential job functions including the ability to lift, carry push, or pull 50 pounds without assistance.
- Work requires use of eye protection, foot protection, hand protection, head protection and use of high-visibility clothing/vest. Work may also require use of respiratory protection equipment.
- Work requires the ability to work safely in close proximity to C&D waste and industrial trucks and equipment.
- Work requires the ability to climb a ladder or container to inspect contents of containers.
- Requires routine exposure to industrial vehicle and equipment noise.
- Requires work outdoors under varying climatic conditions, including inclement weather.
- Must communicate verbally, see physical surroundings, hear others and demonstrate good communication skills.
- Due to the safety considerations associated with industrial recycling equipment, all personnel must communicate verbally in English, see physical surroundings, hear others and demonstrate good communication skills.

- Drug Free Work Place (DFWP). Participation in the company's DFWP policy, including testing requirements, is mandatory.

#### SELECTION FACTORS

- Reliability based on employment history.
- Ability to multi-task in a high operating tempo environment
- Ability to effectively plan, schedule, organize and supervise assigned work.
- Ability to supervise, mentor, train, counsel and discipline subordinates in the performance of their duties.
- Thorough knowledge in the operation and maintenance of MRF heavy equipment and forklift operation.
- Clean driving record and experience with tractor-trailer and roll-off truck operations.
- Thorough knowledge of occupational hazards and industry safety precautions.
- Ability to keep work records, write and make reports and correspondence.
- Ability to read, understand and comply with Material Safety Data Sheets.
- Ability to communicate effectively, both orally and in writing.
- Ability to work effectively with managers, coworkers and the general public.
- Ability to apply experience, training and common sense in supervising facility employees and leading them to successful completion of assigned tasks.
- Can explain and provide safety, procedural and operating instructions to employees.
- Requires judgment regarding use of equipment, tools or material.
- Knowledge of the rules and regulations pertaining to the proper disposal of solid waste and hazardous waste.
- Ability to remain calm in stressful situations.

\* This section of the job description is not intended to be a comprehensive list of duties and responsibilities of the position. The omission of a specific job function does not absolve an employee from being required to perform additional tasks incidental to or inherent in the job.