



# City of Watsonville

## Job Description

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**JOB TITLE:** Waste and Recycling Center Supervisor

**DATE APPROVED:**

**DEPARTMENT:** Public Works and Utilities

**SUPERSEDES:** N/A

**REPORTS TO:** Solid Waste Division Manager

**SUPERVISION:** Waste and Recycling Center Worker I/II/III, assigned staff and temporary workers

**EMPLOYEE UNIT:** Mid-Management

**FLSA**

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### JOB SUMMARY:

To coordinate, supervise and operate the City's Waste and Recycling Center (WRC) located at the Municipal Service Center (MSC). Oversee the sorting, baling and marketing of materials collected from the City's recycling programs including: cardboard, food scraps, mattresses, tires, e-waste, yard waste, wood, and used oil. Performs preventive maintenance and modification on the waste and recycling center equipment including baler, loader, forklifts and rear loader. Supervise, coordinate and evaluate employees and temporary workers as assigned. Oversee the City's Household Hazardous Waste program including collection, processing and disposal. Supervise and direct the Treasure Corner Area to increase reuse and recycling awareness among the public.

### DISTINGUISHING CHARACTERISTICS

This job class receives limited supervision within a framework of standard policies and procedures, and is expected to act in a supervisory capacity.

### EXAMPLES OF ESSENTIAL DUTIES:

Duties may include, but are not limited to, the following:

- Oversees the safe operation of equipment such as: baler, forklifts, loaders, street sweeper, excavator and roll-off trucks to process, sort, stack and move recyclable/waste materials
- Performs preventive maintenance on processing area equipment requiring bending, climbing, squatting, grasping and fine hand manipulation
- Maintains inventories and orders spare parts/supplies requiring the use of the computer, telephone and writing skills

- Recommends and fabricates improvements to waste and recycling equipment.
- Coordinates delivery/unloading of recyclable materials with vendors
- Coordinates litter control and general maintenance of the waste and recycling area
- Coordinates storm water controls and maintenance of the waste and recycling area.
- Identifies buyers for recyclable materials; schedules pick-up of materials with buyers.
- Processes invoices, bills of lading and other related paperwork
- Processes monies received by the waste and recycling area
- Monitors receipt of payment for all recyclable materials sold by the City
- Compiles data, produces reports including the type and quantity of materials processed; this requires the use of fine hand manipulation for keyboard use
- Monitors recycling area activities to ensure compliance with safety regulations and other City policies and procedures
- Ensures compliance with State and Federal recycling regulations in assigned area
- Meets and communicates with various regulators overseeing the Waste and Recycling Center
- Oversees food scraps collection and processing in the waste and recycling center
- Supervises temporary workers or other employees as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Equipment, tools and techniques used in the operation of the Waste and Recycling Center
- Types of materials and necessary quality specifications for shipment of approved recycling products
- Procedures used to sell and transport recyclable materials on the open market.
- Databases, use of spreadsheets and word processing software, and other applications
- State and Federal recycling regulations relating to materials processing and sales
- Safety programs and practices
- Stormwater BMPs and regulations
- Employee training, evaluations and discipline
- Leadership practices and abilities
- Money handling and transportation protocols

### **Ability to:**

- Properly and safely operate the waste and recycling center equipment including: baler, excavator, forklift, roll-off and rear-loader.
- Perform routine maintenance on waste and recycling center equipment.
- Resolve technical issues in the waste and recycling area,

- Perform physical tasks including: bending, carrying, lifting, pushing and pulling of weights up to 50 lbs.
- Hear and distinguish various sounds, such as voices of co-workers in noisy environments
- Communicate effectively with the regulatory community
- Submit thorough and timely regulatory reports
- Understand and carry out oral and written directions independently
- Plan, coordinate, direct and review the work of others
- Effectively train others to properly and safely perform tasks in the waste and recycling center
- Prepare and maintain accurate records, logs, orders and reports
- Act in a courteous and diplomatic manner with members of the public, regulatory agencies and vendors
- Work outdoors in adverse weather conditions
- Establish and maintain effective work relationships with those contacted in the performance of required duties

### **PHYSICAL REQUIREMENTS:**

Physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to drive a vehicle, as well as proper entering and exiting of vehicle
- Ability to climb and descend stairs and ladders
- Ability to perform bending and twisting motions to reach equipment in work areas
- Perform physical labor such as lifting, pulling and pushing up to 50 lbs.
- Bending, squatting, twisting, turning, stooping and reaching overhead to handle materials, equipment and pick-up litter
- Ability to wear proper PPE including: uniforms, hard hat, safety glasses, safety boots, gloves, hearing protection and dust masks
- Ability to walk on uneven surfaces and stand for long periods of time
- Ability to reach above and at shoulder height

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain the knowledge and abilities is:

- High school graduation or equivalent; and
- Minimum of one years of experience in the processing and handling of recyclable materials; and
- Minimum of three years of experience maintaining and repairing mechanical equipment

**LICENSE & CERTIFICATION:**

- Valid Class C California drivers' license
- Safe driving record
- 40 hour HAZWOPER Certificate within 12 months of hire
- Forklift Operator Certification within 12 months of hire
- SWANA Transfer Station Certification within 12 months of hire

**OTHER RESPONSIBILITIES:**

- Performs related duties as assigned
- May assist the Solid Waste Division as needed