

ISABELLA COUNTY

FACILITY MANAGER – MATERIAL RECYCLING FACILITY

General Summary

Under the direction of the Administrator/Controller, is responsible for the operation of Material Recovery Facility and all equipment related to recycling services. Supervises facility processing staff and drivers, including operation schedule, facility safety, facility grounds, equipment and truck maintenance and performs all the duties of operator assistant, truck driver, and processor as required. Will keep all equipment in good repair and operating condition, maintain adequate equipment spare parts inventory and make necessary repairs and replacements when capable.

Essential Functions

1. Supervises maintenance staff by determining workloads and schedules; develops, interprets and implements policies and procedures; evaluates staff and makes hiring and termination recommendations; and ensures that staff are trained in complex maintenance activities and are following standard operating procedures.
2. Monitors and participates in operations in assigned sections including inspecting projects, developing and implementing modifications and improvements, recommending specifications and scheduling for contracts, negotiating prices and inspecting contractor's work to ensure that safe work practices and standard operating procedures are followed.
3. Answers questions and provides information related to projects including resolving problems, approving expenditures, handling complaints and providing technical expertise in area of assignment.
4. Interacts professionally with the public, vendors and County staff; maintains effective working relationships and works in cooperation with the management team to effectively meet departmental objectives.
5. Provides input into the development of the operating budget for the assigned area of responsibility; orders materials and supplies; assists in the monitoring and tracking of expenditures for the section.
6. Coordinates activities with other programs and departments, including scheduling and resolving problems; coordinates and inspects work performed by contractors.
7. Assists in the selection of staff; performs periodic evaluations of subordinates and recommends and implements discipline as required.

8. Ensures that safety training is provided to staff and that proper safety practices are followed.
9. Responds to emergencies; coordinates activities with other responders; directs the work of staff and utilization of resources to affect repair and ensure the safety of the community.
10. May perform a variety of field maintenance tasks, depending upon experience and level of certification.
11. Prepares records related to the work performed and materials and supplies used; enters invoices in the computerized purchasing system.
12. Oversee the operation of equipment in compliance with all manuals, department policies, safety standards, permits and applicable federal, state, local and municipal laws, rules and regulations, including those established by OSHA. Prompt notification if any Major Equipment fails, safety concern, or is seriously damaged and implementation of contingency plan.
13. Oversee the maintenance of entire facility including; litter control, ground maintenance, building repairs, heating and cooling system, supplies, safety equipment, utilities, and residual disposal.
14. Assist Director and Operations Specialist supervise other departmental staff and other onsite service providers as required including; developing policies and operating guidelines related to recycling services equipment and trucks including; depot sites, curbside recycling, and facility site.
15. Maintain all equipment and truck operation and maintenance manuals. Keep daily records of repairs and maintenance performed at facility and by service providers. Transport equipment or trucks when necessary to service providers. Schedule repairs and maintenance with service provider as directed by department policy or specific manual. Responsible for the development of service providers including; request for written quotes and sealed bids, maintaining contact list of viable service providers and records of service provided.
16. Operate facility in a manner which will limit the generation of litter to the greatest extent possible and shall take all steps necessary to collect and dispose of any litter generated.
17. Assist Director with development of budget for the facility buildings, equipment and trucks. Monitor expenditures related with equipment and truck repair and replacement, against department Capital Asset Schedule. Oversee cost and expense of the removal transportation and disposal of all Process Residue. Produce necessary reports.
18. Operates computer to enter daily records and reports and look up information for operation program improvements.

19. Oversees general maintenance such as; replaces light bulbs, cleaning walkways and grounds in season, sweeping, mowing, raking, shoveling, removing ice and applying salt. Performs grounds maintenance tasks such as planting and pruning shrubs and trees, planting flowers, and seeding and fertilizing grass. Accomplish general maintenance related to; plumbing (leaks, breaks, toilets, faucets), electrical (checking, basic repairs, improvements), changing HVAC filters, non load-bearing wall repairs, and doors (locks, hinges, and striker plates). General maintenance duties do not include cleaning, vacuuming, and general janitorial duties.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: High school graduation or equivalent (G.E.D.) College-level course work towards licenses or certificates applicable to position duties.

Experience: Five years of skilled or semi-skilled maintenance experience which must have included one year of lead experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

Other Requirements: General knowledge or experience in waste or recycling industry. Valid Michigan Chauffeurs driver's license.

FLSA Status: Non -exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements

[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to operate material moving equipment, forklift and skid steer.
- Ability to operate recycling trucks and equipment.
- Ability to lift material weighing up to 100 lbs. to vehicle or other location.
- Ability to lift and carry equipment and tools to vehicle.
- Ability to bend, stoop and crawl in all locations in order to maintain facility equipment.
- Climbing ladders in order to replace light bulbs and access equipment.
- Ability to lift, push and pull office furniture and equipment.
- Ability to reach and repair all areas of building and fixtures.
- Walking throughout all areas of facility and grounds. Walks over uneven terrain.
- Bending, stooping and crouching in order to access various fixtures.

Working Conditions

- Work in cramped positions to perform maintenance tasks.
- Exposure to various equipment and vehicle chemical products.
- Works in all areas of facility and other buildings.
- Works outside in varying weather conditions.
- Exposure to environmental allergens such as dust, grass, weeds, and pollens.
- Exposed to various bodily fluid in recycling material.
- Picks up hazardous materials and boxes for transport.
- Subject to work-related calls after normal hours.
- Exposure to high levels of noise and odor.