



ISABELLA COUNTY, MICHIGAN

Position	Material Recovery Facility Supervisor	FLSA Status	Exempt
Department	Material Recovery Facility	Pay Grade	Starting Salary \$55,341

GENERAL SUMMARY

Supervises, schedules & participates in all aspects of maintenance and day-to-day operations of the Material Recovery Facility (MRF) and its employees, including all route drivers. Supervises & coordinates employees, alternative labor sources, contractors, vendors, maintenance of facility & equipment. Assists in creating a positive team-oriented environment through employee development and motivation.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Supervises, schedules, trains, provides safety training, coaches and evaluates employee performance of drivers, operators, processors and other designated staff. Provides input into selecting, terminating, compensation and promotion decisions.
- Develops, interprets and implements policies and procedures and follows standard operating procedures.
- Assists in identifying, planning, prioritizing and scheduling repairs and improvements of the Material Recovery Facility and equipment with an emphasis on safety and security for visitors and staff. Proposes improvement of processing processes and management methods to generate improved performance and workflow optimization and efficiencies.
- Coordinates projects and planning with the Director.
- Provides prompt notification to the Director if any major equipment fails, is seriously damaged and if there are any safety concerns and/or implementation of contingency plan.
- Oversees general maintenance, repairs and beautification of the facility and equipment.
- Manages all curbside/roll off drivers and logistics. Works to improve efficiency on routes. Create schedules for drivers, planning routes that will keep fuel costs low and pick up numbers high.
- Obtains supplies and materials as needed while staying within budget and following County Purchasing Policies.
- Investigates acts of vandalism, accidents/incidents, theft, etc. Prepares accident/incident reports and works with law enforcement authorities.

Position: Material Recovery Facility Supervisor

- Performs administrative functions, including developing and updating procedures, checklists and budget recommendations and tracking and maintaining records of maintenance of equipment and facilities.
- Operates forklift, skid steer, curbside and roll off trucks, as needed.
- Loads and unloads all types of vehicles and bulk materials, including semi-truck trailers and box trucks, as needed. Loads and unloads supplies and other commodities shipped from facility, as needed.
- Manages sorting of material on all processing lines.
- Greets visitors, handles customer concerns, determines nature of business and directs to appropriate personnel.
- Performs other duties as assigned.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Associate's degree in a related field.
- Three (3) years of material recovery and supervisory experience.
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge and abilities.

Licenses or Certifications

- Forklift License.
- Blood borne Pathogen Certification.

OTHER JOB REQUIREMENTS

- None.

PREFERRED QUALIFICATIONS

- Class B CDL with airbrake endorsement.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Principles and practices of employee supervision.
- Departmental policies and procedures.
- Modern office equipment, procedures and applicable software packages.
- Material Recovery Facility operations.
- Safety standards, including the safety precautions associated with the job.
- Equipment and machinery utilized at the MRF.

Skill in:

- Problem solving and conflict management.
- Organization and time management.
- Attention to detail.
- Following and issuing written and verbal instruction.
- Critical and strategic thinking.
- Establishing and maintaining effective working relationships.
- Written and verbal communication.
- The operation of applicable vehicles, machinery and equipment.
- Customer service.

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)		X	
Construction site	X		
Clinical health care environment	X		
In the community (homes, businesses, etc.)		X	
Warehouse environment			X
Shop environment			X
Detention center or correctional facility	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are unpleasant or unhappy		X	
Individuals with known violent backgrounds		X	
Communicable diseases	X		
Bodily fluids (blood, urine, etc.)	X		
Infectious waste	X		
Extreme cold (below 32 degrees)		X	

Position: Material Recovery Facility Supervisor

Extreme heat (above 100 degrees)		X	
Moving mechanical parts			X
Risk of electrical shock		X	
Vibration		X	
Fumes or airborne particles			X
Toxic or caustic chemicals, substances waste		X	
Loud noises (85+ decibels)			X

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position involves *medium physical demands*, such as exerting up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Date created:	12/08/2016
Dates revised:	1/30/2020
	10/5/2023