

FAIRFIELD COUNTY

JOB TITLE: RECYCLING SUPERVISOR
RECYCLING / PUBLIC WORKSGENERAL STATEMENT OF JOB

Under limited supervision, is responsible for the planning, administration, coordination, and daily operations associated with recycling programs and projects as well as litter control functions of Fairfield County to ensure proper management of solid waste. Reports to the Public Works Director.

SPECIFIC DUTIES AND RESPONSIBILITIESESSENTIAL JOB FUNCTIONS

Administers the operations of recycling centers in Fairfield County. Oversees all support functions needed for the operation of centers.

Performs such supervisory duties as instructing; assigning, reviewing, and planning work of subordinates; maintaining standards; coordinating activities; acting on employee problems; selecting new employees; and recommending transfers, promotions, disciplinary actions, and discharges.

Administers allocation of funds provided for recycling projects/programs through County's budget to assure consistency with Solid Waste Management planning and strategy; this involves development of departmental and public policies, procedures, activities, and guidelines.

Coordinates sale of recyclable commodities following established procedures and policies, including market identification, solicitation and development of contracts and procedures.

Develops recycling projects and coordinates the development of convenience centers (sites) or other procedures for solid waste and recyclable collection, to include, for example, site acquisition activities, contracting, purchasing support activities, etc.

Represents Fairfield County in meetings and public gatherings to explain current practices related to recycling.

Receives and/or prepares a variety of reports as necessary including progress reports, annual reports, oil reports, grants, study reports, etc.

Utilizes and operates a variety of types of equipment such as a County vehicle, compactor, adding machine, measuring devices, shovel, fork, rake, etc.

Monitors traffic for unlawful hauling of garbage and litter, i.e. spillage on highway, throwing out on road, etc.

Investigates illegal dumping of garbage and litter.

Communicates orally and in writing with a variety of persons and groups in the performance of activities including various County personnel and departments, citizens/taxpayers, students, source persons, newspaper personnel, etc.

Administers the recycling programs which involves preparing and processing required reports, attending various training sessions, receiving bids for recycling processes, and directing related operations.

Develops and implements approved plans for compliance with State laws, regulations, and local ordinances and policies about the handling of recyclables and controlled solid waste including the dissemination of information and coordination of compliance activities.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma with vocational/technical school training in solid waste management and one to two years of solid waste management experience, or any equivalent combination of education and experience which provides the required skills, knowledge and abilities. Must possess a valid SC driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate office machines and other equipment including adding machine, compactor, measuring devices, shovel, fork, rake, etc. Must be physically able to exert up to thirty pounds of force occasionally and/or frequently to lift, carry, push, pull, or otherwise move objects. Physical demands are in excess of sedentary work. Work involves standing, walking, stooping, kneeling, reaching, etc. frequently or occasionally. Must be able to lift and/or carry weights of approximately sixty pounds.

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes the giving of assignments and instructions to co-workers and/or assistants. Includes the receiving of information and instructions from supervisor.

Language Ability: Requires the ability to read a variety of documents, reports, and other materials. Requires the ability to prepare documents and reports such as progress reports, annual recycling reports, purchase orders, requisitions, and general letters of correspondence, etc., using the proper format, punctuation, spelling and grammar. Requires the ability to communicate with County Administrator, subordinates, other County personnel, local/state/federal officials, DHEC officials, service and repair company personnel, and the general public, etc. with poise, voice control, and confidence.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form. Must be able to deal with several abstract and concrete variables. Requires the ability to apply principles of rational systems such as engineering, legal systems relative to waste disposal, personnel, accounting, etc., in order to solve problems and deal with a variety of concrete variables.

Verbal Aptitude: Requires the ability to record and deliver information and to follow verbal and written instructions.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add, subtract, multiply, and divide numbers; determine percentages and utilize decimals; and determine time and weight.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes in utilizing office and other equipment. Must be able to operate a motor vehicle.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have moderate levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear (talking - expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear.)

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the department pertaining to specific duties of the Recycling Coordinator. Possesses thorough knowledge of coordinating and planning processes related to recycling systems. Has the ability to search for and plan for new recycling centers as needed. Has comprehensive knowledge of the County's litter laws and ordinances and is able to enforce same. Has thorough and comprehensive knowledge of all other areas of the department that pertain to duties of the position. Has comprehensive knowledge of the terminology used within the department. Has the ability to communicate effectively with supervisors, other staff members, members of the general public, and all other groups and agencies involved in the activities of the department. Has the knowledge and ability to educate the public on recycling policies and procedures. Has the ability to compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner. Has the mathematical ability to handle required calculations. Is knowledgeable of the established standards of productivity and quality of work to be maintained in the performance of the job. Has the ability to schedule daily activities and to establish short and long term priorities in order to meet established goals. Is able to use independent judgment in routine as well as non-routine situations.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all County departments and divisions, co-workers and the general public.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as

described under "Specific Duties and Responsibilities."

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, County policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends work regularly and on time with a minimum of tardiness and absences and adheres to County policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with County policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation among all staff persons.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and County benefit. Contributes to maintaining high morale among all County employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain goodwill toward the County and to project a good image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain goodwill within the County. Emphasizes the importance of maintaining a positive image within the County. Interfaces effectively with higher management, County Council, other professionals, and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the County and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Planning: Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the County regarding the activities of the department and works to see that these expectations are met. Designs and formulates ways, means, and timing to achieve the goals and objectives of the department and the County. Within the constraints of County policy, formulates the appropriate strategy and tactics for achieving departmental and County objectives. Organizes, arranges and allocates manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the department and the County.

Organizing: Organizes own work and that of subordinate staff well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all County and department matters affecting them and/or of concern to them.

Staffing: Works with the Public Works Director, the County Administrator, and the Personnel Department to select and recommend employment of personnel for the department who are qualified both technically and philosophically to meet the needs of the department and County. Personally directs the development and training of department personnel in order to ensure that they are properly inducted, oriented and trained.

Leading: Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Provides adequate feed-back to staff so that they know whether their performance levels are satisfactory. Commends and rewards employees for outstanding performance yet does not hesitate to take disciplinary action when necessary. Exercises enthusiasm in influencing and guiding others toward the achievement of County goals and objectives.

Controlling: Provides a work environment which is orderly and controlled. Coordinates, audits, and controls manpower and financial resources efficiently and effectively. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of County standards, methods and procedures.

Delegating: Assigns additional duties to staff as necessary and/or appropriate in order to meet department goals, enhance staff abilities, build confidence on the job and assist staff members in personal growth. Has confidence in staff to meet new or additional expectations.

Decision Making: Uses discretion and judgment in developing and implementing courses of action affecting the department. When a particular policy, procedure or strategy does not appear to be

achieving the desired result, moves decisively and definitively to develop and implement alternatives.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of department and County. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change.

Human Relations: Strives to develop and maintain good rapport with all staff members. Listens to and considers their suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

Policy Implementation: Has a clear and comprehensive understanding of County policies regarding the department and County function. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from subordinate staff.

Policy Formulation: Keeps abreast of changes in operating philosophies and policies of the County and continually reviews department policies in order to ensure that any changes in County philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices and department morale and performance. Works to see that established policies enhance same.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.