



# Monterey Regional Waste Management District

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## ***Job Description***

Position:	MRF Supervisor	FLSA Status:	Non-Exempt
Department:	Materials Recovery Facility	Bargaining Unit:	Operations Unit
Reports to:	MRF Manager/Assistant MRF Manager	Revised:	July 2017

### **DEFINITION**

Under general supervision, provides supervision, direction, and work coordination for assigned staff; safely and skillfully operate various heavy equipment to assist in the processing of materials for recycling and disposal in Materials Recovery Facility (MRF) or as assigned; and to perform other job related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS:**

This classification is a supervisory role and is senior to Sr. MRF Operator, MRF Operator II and I. Incumbents must possess the knowledge, skills and experience to perform all the functions of the three-level series of MRF Equipment Operator in addition to the more complex and skilled functions and provide supervision to assigned staff.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibits persons with pacemakers to be near or around them.
- Operate a forklift, loaders, excavators, sweepers, roll-off trucks and tractor trailer to sort, separate, load, transfer, haul or transport materials for recycling and disposal.
- Coordinate workflows and assigned staff to ensure optimal operational efficiencies, productivity and quality.
- Performs equipment safety checks and inspections and reports equipment issues in accordance with department protocols.
- Provide supervision and direction to assigned staff including but not limited to performance management, time and attendance and employee training and development.
- Create and maintain a safe work environment by abiding and enforcing safe policies and practices.
- Respond and investigate safety incidents that occur on assigned shift, including interviewing employees, customers and witnesses, complete incident report and collaborates with other internal/external leaders to report and resolve safety risks.
- Suggest changes in working conditions and use of equipment to increase efficiency of overall department or assigned staff.
- Reviews activities, operations, and forecast data to determine department progress toward stated goals and objectives.

- Confer with other department leaders on a regular basis to review achievements and discuss required changes in goals or objectives resulting from changing conditions.
- Assist with employee communication of all information affecting them and by conducting monthly departmental safety meetings.
- Works unusual shifts, weekends, evenings, holidays, and on stand-by status when required.
- Adhere to an assigned work schedule and meet District attendance standards.
- Performs a variety of heavy physical labor and semi-skilled tasks to sort and separate retrievable materials from disposal materials;
- Uses a variety of hand tools and power driven equipment;
- Perform other duties as assigned.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees. Must show cooperation and respect to fellow employees and supervisors at all times.

## **QUALIFICATIONS**

### **License or Certificate:**

Possession of or ability to obtain California Commercial Drivers' License (Class A) required.

### **Education and Experience:**

High School Diploma or GED is desired. Associates Degree preferred. At least three (3) years of experience of operating heavy equipment, some supervisory or lead experience similar to a Senior MRF Operator with the Monterey Regional Waste Management District.

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

### **Knowledge of:**

- Methods, tools, equipment, and materials used in maintenance, repair, and construction work.
- Procedures and operational requirements for the skilled operations of the various heavy equipment used in the District's Materials Recovery Facility.
- Safe work practices and methods.
- Operation of conveyors, belts, and shaker screens.
- Work planning, scheduling and coordination.
- Principles of supervision, training, and employee performance management.

### **Ability to:**

- Provide supervision, training, and performance management of assigned staff.
- Coordinate workflows and staff for optimal performance and efficiencies.
- Demonstrate required skills to operate the various heavy equipment used in the MRF in confined area.
- Perform heavy physical labor requiring strength, dexterity and agility.
- Understand and carry out oral and written directions.
- Speak, read and write in English at the level required for successful job performance.
- Apply sound judgment in a variety of circumstances with or without specific instructions.

**PHYSICAL AND SENSORY REQUIREMENTS**

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

**Physical Demands** – Sit for 2-3 hours at a time while bouncing inside the cab of heavy equipment; constant turning of neck from side to side and behind both shoulders while operating heavy equipment; occasionally stand and walk on flat and uneven surfaces, steps and ladders; occasionally bend at waist to pick up or sort materials from ground; frequently lift, pull, push and/or move up to 50 pounds; vision sufficient to read printed material and/or manuals, depth perception and peripheral visions to see surrounding areas while operating heavy equipment, visual color discrimination; hearing sufficient to conduct in person and telephone conversations; physical agility to push/pull, squat, crouch, kneel, twist, turn, bend at waist, stoop and reach overhead; physical mobility sufficient to move about the MRF and District grounds; manual dexterity and hand-eye coordination sufficient to use operate heavy equipment; write, use telephone, computer, business machines and related equipment.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; work in noisy environment with high activity; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

**Work Environment** - Normally work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to dirt, dust, fumes, grease, oil, noise, garbage, foul odors; moderate exposure to electrical current and energy; constantly works around moving vehicles and equipment; constant contact with staff and the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print