



# Monterey Regional Waste Management District

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## ***Job Description***

Position:	Materials Recovery Facility Manager	Department:	MRF
Position Status:	Full Time/ Exempt	Bargaining Unit:	Management Unit
Reports to:	Director of Operations	Revised:	October 2018

### **DEFINITION**

The MRF Manager is responsible for executing the strategic objectives of the Materials Recovery Facility (“MRF”) recycling operations directing all functions of the MRF and ensuring optimal and efficient performance.

### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for managing a wide variety of functions and staff engaged in comprehensive recycling services and activities in the MRF. Positions at this class level serve as a member of the District’s management team and provide advice and counsel to the Director of Operations regarding strategic objectives and problem-solving issues relating to the assigned Department. This position is a member of the Management bargaining unit.

### **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.*

- Must be able to regularly work near or around high-powered magnets, as there are six such magnets inside the MRF building, which prohibit persons with pacemakers to be near or around them.
- Provide direction and supervision to assigned staff, staff scheduling, training, coaching, time and attendance management and performance management.
- Ensure overall compliance with operations standards, including environmental, operating, regulatory, accounting and ethics.
- Develop initiatives to meet business objectives, including the planning, preparation and implementation of production schedules.
- Develop processes and procedures to ensure quality, efficiencies and productivity.
- Manage the production of commodities with inbound volume and material type; adjust resources to market and seasonal conditions.
- Ensures compliance with health and safety regulations, including training, reporting, investigation and effective resolution of safety issues.
- Develop initiatives to maximize customer satisfaction; assist in resolution of customer complaints, etc.
- Develop, revise and update operational procedures, including for future service and activity requirements.
- Ensure proper inspections and maintenance of MRF equipment.
- Develop and implement MRF Operator training programs.
- Develop MRF budgets and oversee expenditure controls.



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- Read, write and communicate effectively with employees at all levels of organization.
- Operate a computer and office equipment to effectively perform administrative tasks related to the operation of department and effective employee management.
- Proficiency in the use of Microsoft Office suite (Excel, Word, Outlook) is required.
- Adhere to an assigned work schedule and meet District attendance standards.
- 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, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Perform other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides lead direction for the Assistant MRF Manager and/or other District personnel as assigned.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Knowledge of operations and maintenance of a Materials Recovery Facility (MRF).
- Knowledge of laws, rules, and regulations governing local agency waste material diversion and operation of a Materials Recovery Facility.
- Knowledge of principles and practices of effective performance management, supervision, evaluation and training of employees.
- Knowledge of methods for identification and disposition of hazardous waste materials.
- Knowledge of safety regulations and compliance;
- Knowledge of principles and practices of exemplary customer service.
- Knowledge of budget development and expenditure control.
- Knowledge of techniques and methods used in long term service planning and facility operations scheduling.
- Demonstrated strategic thinking and an ability to execute against formulated strategy.
- Demonstrated ability to lead change initiatives.
- Demonstrated problem-solving, analytical, critical-thinking and decision-making skills.
- Demonstrates and promotes ethical behavior.
- Is process-oriented and results-oriented in setting and pursuing aggressive goals, demonstrating a strong commitment to organizational success and marshaling resources to accomplish goals and objectives.
- Is collaborative; builds and works with teams.
- Is a creative thinker who challenges conventional solutions.
- Has strong leadership skills and proven judgment of talent, with an emphasis on developing high performance teams.
- Ability to review work flow and operational problems and offer solutions.
- Ability to read and write at the level required for successful job performance.
- Ability to establish and maintain cooperative working relationships.
- Ability to apply sound judgement in a variety of circumstances with or without specific instructions.
- Ability to adhere to an assigned work schedule and meet District Attendance Standards.

### **Education and Experience:**



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Bachelors' degree is highly desired, in Business or Public Administration, Engineering, Environmental Sciences or closely related field. Experience can be substituted for education on a year for year basis **OR** 10 years' experience managing Materials Recovery Facility.

## **License or Certificates:**

- Possession of valid Class B California driver's license and
- SWANA Transfer Station certificate.

## **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** - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public. Work environment may regularly expose the incumbent to such conditions as: regular exposure to noise, dust and foul odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; often 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.

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Employee Signature

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Date