

POSITION DESCRIPTION

Title	Recycling Manager	Type	Management/Salaried
Department	Public Works	Union	Non-Union
Date	November 29, 2020	Location	14

General Purpose

In this position, duties include the overall supervision and coordination of the operations of the Twin Boroughs Recycling Program, and includes performing a variety of manual labor tasks relative to the collection and processing of recyclable materials, as well as performing administrative tasks relative to the marketing of recyclable materials and supervision of the recycling program.

Reporting Structure

Reports directly to and will work under the general supervision of the Public Works Director, the Borough Manager and the Twin Boro's Recycling Committee.

Essential Duties and Responsibilities

1. Coordinate marketing for the sale of all processed recyclable materials in order to receive the maximum return for the Twin Boroughs Recycling Program and the Boroughs.
2. Staff and monitor the Recycling Center drop-off area, provide customer education and handle resident complaints and requests for information as needed.
3. Perform all duties in conformance to appropriate safety and security standards.
4. Pickup recyclable materials and/or containers from curbside locations on designated collection routes within the two Boroughs and empty containers/place recyclable materials into collection trailer and/or dump trucks, return containers to curbside location.
5. Operate vehicles and mechanical power equipment, such as forklift, front-end loader, balers, and conveyors, and chippers at the Recycling Center in the sorting, processing, baling, and loading/handling of recyclable materials.
6. Attending training as necessary.
7. Operate mowers, and other small equipment and tools to maintain Recycling Center, grounds and equipment.
8. Performs related work as assigned.
9. Perform routine inspection and preventive maintenance on assigned equipment and make needed repairs to equipment, or refer repairs to other Borough employees and/or contractors as directed.
10. Learn to establish and maintain relationships with property owners, occupants, agents, contractors, representatives of other agencies and the public.
11. Monitor the Recycling Center drop-off area, provide customer education and handle resident complaints and requests for information as needed.
12. Perform some or all of the duties of Recycling Worker, as required or assigned.
13. Schedule and monitor work of all recycling employees and coordinate the work of recycling volunteers as needed.
14. Maintain, certify and submit payroll time records for all recycling employees.
15. Prepare monthly reports for the Recycling Committee on recyclable materials collected, processed and sold and program revenues and expenses.
16. Develop and conduct educational programs to further the goals of the Recycling Program in the Community.
17. Purchase and monitor inventory of supplies and equipment for the Recycling Program.
18. Make recommendations to the Borough Manager and the Twin Boroughs Committee concerning the budget, equipment, facilities and operations of the Recycling Program.

19. Perform other duties as assigned by the Director of Public Works or Borough Manager.
20. Evaluate and discipline all employees of Twin Boroughs Recycling Center including both East Stroudsburg and Stroudsburg Borough employees.

Required Minimum Qualifications and Certifications

1. High School Diploma or equivalent required.
2. Minimum of three (3) years of experience and/or training in the areas outlined within this job description; or equivalent combination of education and experience.
3. Possess a valid Pennsylvania Commercial Driver's License (Class B)

Preferred Knowledge, Skills and Abilities

1. Ability to supervise other employees effectively.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procurement manuals.
3. Ability to speak effectively before groups.
4. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
5. Ability to deal with problems involving several concrete variables in standard situations.
6. Knowledge of recyclable material types, recycling practices, and Borough, State and program requirements, and markets for materials.
7. Ability to comprehend the occupational hazards involving such work and to observe proper safety precautions.
8. Ability to perform heavy manual tasks and repetitive lifting tasks under varying conditions.
9. Ability to operate a variety of equipment under adverse weather conditions.

Physical Demands

1. 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.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee frequently is required to stand and talk or hear.
4. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

Work Schedule and Environment

1. The work environment characteristics 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.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required from time to time to work nights and weekends.
4. The employee is occasionally exposed to wet and/or humid conditions and unsanitary conditions.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.

8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
10. This is a salaried full-time position (80 Hours Bi-weekly). Hours will typically be scheduled between 7 am – 3:30 pm, Monday thru Friday. Evening, weekend or hours adjustments may be required as job duties demand.
11. Daily reporting location is the Twin Boroughs Recycling Center and work is performed there as well as at locations throughout the Boroughs.
12. Occasionally it will be required for the employee to attend evening meetings or schools/classes/seminars outside the Borough.

Pre-Employment Conditions

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Borough of East Stroudsburg is an Equal Opportunity Employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date