

Jurisdictional Class: Competitive
Adopted: April 7, 1993
Revised: January 6, 2011

MRF SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing and participating in the operation of a solid waste recycling facility including the receiving, separating, processing, and shipping of recyclables. The incumbent supervises and participates in daily operations. The work is performed under general supervision with leeway allowed for the use of independent judgment in carrying out work details. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises, directs, plans, and assigns work to personnel;
Supervises and assists in the operation, maintenance, and repair of materials processing equipment;
Inspects materials processing equipment regularly to ensure proper operation or condition;
Monitors and ensures that safety precautions are observed and that employees adhere to safety rules;
Provides safety and job training to personnel;
Prepares reports on work progress, mechanic defects and repairs, and unusual occurrences requiring emergency action by management;
Maintains time and work progress records;
Trains subordinate personnel;
Conducts inspections of finished product for quality assurance and control;
Coordinates with incoming and outgoing truck drivers to insure a safe and efficient flow of materials;
Informs Recycling Coordinator of any problems or concerns with suggested solutions;
Adjusts line personnel work assignments as directed by flow of materials;
Monitors performance of all personnel and makes recommendations for any personnel changes;
Requisitions materials and supplies and maintains inventory;
Maintains necessary payroll;
Maintains production, inventory, and other records as assigned and reports to supervisor;
Acts as primary emergency coordinator;
Assumes responsibilities of MRF employees if necessary due to short term personnel shortage;
Operates specialized equipment such as balers, forklifts, bobcats, crushers, etc., in separating and baling recyclable materials;
Works with supervisor in expanding the recycling programs as required by NYSDEC.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of principals, practices, and equipment involved in the operation of a Materials Recovery Facility;
Good knowledge of occupational hazards and safety procedures concerned with the operation of large machinery and motorized equipment;
Ability to plan, assign, direct, and supervise the work of others;
Ability to operate motorized equipment in the separating and baling of recyclable materials;
Ability to trouble shoot equipment failure problems (mechanical aptitude);
Ability to prepare and maintain records and reports;
Ability to understand and follow oral and written directions;
Ability to perform manual labor;
Ability to get along well with others;
Ability to lift heavy weights.

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MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering, manufacturing, mechanical or environmental technology, or closely related field and five (5) years of experience in the operation of a materials recovery facility, solid waste activities, or manufacturing/ factory operation or similar processes; two (2) years of which must have been in a supervisory capacity; or
- (b) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience as indicated above; three (3) years of which must have been in a supervisory capacity; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.