

MISSAUKEE COUNTY
Job Description

Title: Lead Recycling Coordinator

Department: Recycling Center

PURPOSE:

The Lead Recycling Coordinator assists with collecting and processing of recycled materials and provides education on proper recycling methods. This position serves as a role model and leader, problem solver, ensures outstanding customer service, efficient material processing and provides a successful recycling environment to meet the material recovery goals of the Missaukee County Recycling Center.

RESPONSIBILITIES:

1. Assists with processing of recycled materials.
2. Loads semi-trailer with processed recycled materials.
3. Supervises and directs processors, drivers, employees, volunteers and Sheriff Department Trustees.
4. Completes Missaukee County Recycling Center (MCRC) opening and closing procedures.
5. Exercises judgment and discretion alone, and in conjunction with, the MCRC manager, in the day-to-day operations of the MCRC.
6. Maintains facility to maximize customer comfort, safety, and ease in unloading materials.
7. Satisfactorily resolves customer issues.
8. Communicates all pertinent issues regularly to the MCRC manager.
9. Submits bills on weekly basis and detailed bi-weekly timesheets to MCRC manager.
10. Completes documentation and monthly reporting as required.
11. Promotes the use of recycling services to achieve maximum participation, measured by volume.
12. Works with vendors to achieve maximum price on recycled materials.
13. Trains new residents about the recycling opportunities and provides refresher information to existing residents.
14. Participates in Household Hazardous Waste and special collections.
15. Distributes recycling education literature to Missaukee County residents and visitors.
16. Represent MCRC at events, fairs, community gatherings, etc. with informational materials.
17. Researches and writes text for media campaigns to include newspaper articles, community outreach publications, social media, and web page as relevant to composting, waste reduction and recycling on, at minimum, a weekly basis.
18. Develops and gives recycling and composting education presentations to multiple audiences.
19. Conducts plastic bag recycling awareness campaign.
20. Attend trainings as determined and approved by MCRC Manager.

QUALIFICATIONS:

1. Ability to frequently lift 50 pounds and occasionally lift up to 100 pounds, and to assist in material lifting on a daily basis.
2. Ability to work within and contribute to a teamwork environment.
3. Ability to communicate with a diverse customer base, and have exceptional, demonstrated customer service skills.
4. Maintain a professional appearance and attitude.
5. Be flexible and adaptable to change.

6. Have reliable transportation.
7. Possess a valid driver's license.
8. Have skid steer and/or heavy equipment experience.
9. Minimum high school diploma. One to two years of college, or Associate's Degree preferred. Two or more years related experience and/or training, or equivalent combination of education and experience also considered.
10. Proven experience working with groups and individuals of all ages.
11. Ability to obtain master composter certification
12. Ability to pass a pre-employment physical and drug test.

RESPONSIBLE TO:

The Lead Recycling Coordinator reports to the MCRC manager.

MISSAUKEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER