

## **MISSAUKEE COUNTY RECYCLING CENTER LEAD COORDINATOR/ COMPOST EDUCATOOR**

### **JOB DESCRIPTION:**

Under the direction of the Missaukee County Recycling Center (MCRC) manager this position will assist with collecting and processing of recycled materials and provide education on proper recycling methods. This position will serve as a role model and leader, problem solve, ensure outstanding customer service, efficient material processing and provide a successful recycling environment to meet the material recovery goals of the Missaukee County Recycling Center.

Outreach will be conducted in the community reaching out to schools, businesses, civic groups, governments and non-profits assisting them with setting up a recycling system, proper material preparation, compost station and general recycling education.

Essential duties and responsibilities are per the USDA Rural Development Solid Waste Management grant goals and objectives and include the following. Other duties as assigned.

- ▶ Assist with processing of recycled materials.
- ▶ Load semi-trailer with processed recycled materials.
- ▶ Supervise and direct processors, drivers, employees, volunteers and Sheriff Department Trustees.
- ▶ Coordinate Missaukee County Sheriff Department trustee requests, pick-up and return.
- ▶ Complete MCRC opening and closing procedures.
- ▶ Exercise judgment and discretion alone, and in conjunction with, the MCRC manager, in the day-to-day operations of the MCRC.
- ▶ Maintain facility to maximize customer comfort, safety, and ease in unloading materials.
- ▶ Satisfactorily resolve customer issues.
- ▶ Direct staff job duties as directed or necessary. Communicate all pertinent issues regularly to the MCRC manager.
- ▶ Submit bills on weekly basis and detailed bi-weekly timesheets to MCRC manager.
- ▶ Document and report monthly including but not limited to: material collection and dispersion, documentation of individuals using MCRC, Re-Trac data entry, Community Service hours, outreach activities, staff report indicating work accomplished during month by 5<sup>th</sup> of month following and submit to MCRC manager.
- ▶ Promote the use of recycling services to achieve maximum participation, measured by volume.
- ▶ Work with vendors to achieve maximum price on recycled materials.
- ▶ Train new residents about the recycling opportunities and provide refresher information to existing residents.
- ▶ Maintain for MCRC equipment maintenance log.
- ▶ Participate in Household Hazardous Waste and special collections.
- ▶ Distribute recycling education literature to Missaukee County residents and visitors at least three times per year.

- ▶ Represent MCRC at events, fairs, community gatherings, etc. with informational materials.
- ▶ Research and write 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.
- ▶ Post on website a downloadable copy of the current resource directory that includes recycling, repurposing and reuse locations.
- ▶ Develop and give presentations to schools, parks, civic groups, governmental groups, neighborhood groups, etc. with goal of increasing collected volumes.
- ▶ Twelve composting education sessions.
- ▶ Plastic bag recycling awareness campaign
- ▶ Provide presentations to 14 public groups including school groups, Missaukee County Campgrounds and others.
- ▶ Master Composter training and certification will be attained.
- ▶ Attend trainings as determined and approved by MCRC Manager.

Supervisory Responsibilities:

- ▶ This position supervises MCRC Assistant Coordinators, jail trustees and community service volunteers.
- ▶ Others as assigned.

Position requirements:

- ▶ Ability to frequently lift 50 pounds and occasionally lift up to 100 pounds, and to assist in material lifting on a daily basis
- ▶ Ability to work within and contribute to a teamwork environment
- ▶ Ability to communicate with a diverse customer base, and have exceptional, demonstrated customer service skills
- ▶ Maintain a professional appearance and attitude
- ▶ Be flexible and adaptable to change
- ▶ Have reliable transportation
- ▶ Possess a valid driver's license
- ▶ Have skid steer and/or heavy equipment experience.
- ▶ Requires high school diploma, some college or Associates degree preferred
- ▶ Proven experience working with groups and individuals of all ages
- ▶ Able to pass a drug test

Apply to Precia Garland, Missaukee County, Administration-Human Resources, 111 S. Canal St., PO Box 800, Lake City, MI by January 26, 2018.

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