

## **MRF MANAGER**

### **DEFINITION**

Under general supervision, to plan, organize, direct, and oversee the operations and maintenance of the District's Materials Recovery Facility; to ensure that District member agencies comply with waste materials diversion requirements; to direct the sales of materials generated at the MRF; to supervise and direct the work of staff assigned to the Materials Recovery Facility (MRF) operations and maintenance; to respond to citizen and information requests; and to perform other job related duties as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position management job classification in which the incumbent is responsible for overseeing and directing the functions, operations, maintenance, and repair of the District's Materials Recovery Facility. The position functions as a second level manager directing activities through an Assistant MRF Manager position.

### **REPORTS TO**

Site Superintendent

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Assistant MRF Manager, MRF Supervisor

### **EXAMPLES OF DUTIES**

Organizes, manages, and directs the functions and operations of the District's Materials Recovery Facility; establishes and maintains a Work Safety Program and safety training for the MRF; establishes, studies, revises, and updates operational procedures, including long term planning for future service and activity requirements; ensures proper inspections and maintenance of MRF equipment; develops and implements Operator and Maintenance Worker training programs; oversees employee evaluations and performance reviews; develops MRF budgets and oversees expenditure controls; assists local member agencies with maintaining compliance with required materials diversion mandates; oversees the hiring of new staff; ensures proper compliance with ordinances and regulations governing use of MRF facilities; coordinates pick-up and disposition of recyclable items by contractors; develops and manages special repair and maintenance projects; responds to citizen complaints and requests for information; may operate MRF equipment in emergency situations to maintain work-flow at the facility.

### **TYPICAL PHYSICAL REQUIREMENTS**

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; physical ability to perform heavy physical labor; walk for long distances and on sloped ground and uneven surfaces; lift and move objects weighing up to 75 pounds without assistance and heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ability to operate motorized equipment such as roll-off truck, loaders, forklifts, and excavators.

### **TYPICAL WORKING CONDITIONS**

Work is performed both indoors and outdoors in varying temperature, weather, and humidity conditions; work is performed in an environment with constant noise; exposure to grease, oils, moving equipment, electrical current and trash; constant contact with staff and the public.

## **MRF MANAGER - 2**

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles, methods, tools, equipment, and materials used in MRF and landfill operations, maintenance, and repair.
- Laws, rules, and regulations governing local agency waste material diversion and operation of a Materials Recovery Facility.
- Operations and maintenance of a Materials Recovery Facility (MRF).
- Characteristics, operation and routine maintenance of motorized public works equipment and vehicles including loaders, trucks, excavators, and related equipment.
- Methods for identification and disposition of hazardous waste materials.
- Work safety methods and programs.
- Budget development and expenditure control.
- Techniques and methods used in long term service planning and facility operations scheduling.
- Principles of work supervision, training, work scheduling, and employee evaluation.

#### **Ability to:**

- Direct, oversee, and manage the operations and maintenance of a Materials Recovery Facility.
- Develop budgets and control expenditures.
- Develop and implement work safety programs.
- Ensure MRF operations compliance with applicable rules and regulations.
- Provide training and work evaluations for assigned staff.
- Identify hazardous waste materials and take appropriate action for their storage and disposal.
- Review work activities and operational problems, developing necessary changes.
- Skillfully operate vehicles and motorized equipment used in the District MRF, including loaders, excavators, trucks and related equipment.
- Maintain good public relations with member agencies and users of the MRF and effectively represent the District in a variety of settings.
- Establish and maintain cooperative working relationships.

#### **Training and Experience:**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years of increasingly responsible work experience in the operations and maintenance of a materials recovery facility, or a similar type of facility; preferably including at least two (2) years in a management or supervisory capacity.

#### **Special Requirements:**

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.