



# Monterey Regional Waste Management District

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## ***Job Description***

Position:	Assistant MRF Manager	Department:	MRF
Position Status:	Full Time/Exempt	Bargaining Unit:	Management Unit
Reports to:	MRF Manager	Revised:	December 2016

### **DEFINITION**

Under general direction, the Assistant MRF Manager is responsible for managing the recycling activities in the Materials Recycling Facility (“MRF”). This position provides supervision to MRF Supervisors, Heavy Equipment Operators, MRF Laborers, and others who are responsible for effectively operating the MRF. The Assistant MRF Manager supports the MRF Manager in executing the strategic objectives of the department. The Assistant MRF Manager oversees all matters related to diversion and recycling operations, oversees effective safety and accident prevention programs and leads all operations to ensure compliance with standards.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position job classification in which the incumbent is assigned to the day-to-day supervision and direction of staff assigned to the Materials Recovery Facility (MRF). The incumbent is responsible for ensuring quality control for materials is adequate for market conditions and marketing of materials and managing logistics for product transportation. In addition, the incumbent is expected to perform administrative tasks, such as scheduling, planning, management of employee’s time and attendance, record keeping, report preparation, and performance management activities. An incumbent in this classification is expected to work unusual shifts, weekends, evenings, holidays, and be on-call as needed.

### **ESSENTIAL FUNCTIONS**

- Provide direction and supervision to assigned staff, staff scheduling, training, coaching, time and attendance management and performance management.
- Ensure overall compliance with operations standards, including environmental, operating, regulatory, accounting and ethics,
- Implement tactical initiatives to meet business objectives, including the planning, preparation and implementation of production schedules.
- Develop and implement processes and procedures to ensure quality, efficiencies and productivity.
- Coordinate the production of commodities with inbound volume and material type; adjust resources to market and seasonal conditions.
- Ensures compliance with health and safety regulations, including training, reporting and effective resolution of safety issues.
- Execute tactical initiatives to maximize customer satisfaction; assist in resolution of customer complaints, etc.
- Read, write and communicate effectively with employees at all levels of organization.
- Operate a computer and office equipment to effectively perform administrative tasks related to the operation of department and effective employee management.
- Act as back-up to MRF Manager as needed.
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Perform other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides direct supervision to MRF Supervisors and has indirect oversight of other department employees.

### **DUTIES AND RESPONSIBILITIES**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s), and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Plans, organizes, and provides day-to-day supervision for staff assigned to the Materials Recovery Facility (MRF).
- Prepares production schedules and staff schedules.
- Provides job specific and safety training to assigned staff.
- Coaches and mentors direct reports, completes performance evaluations and collaborates with Human Resources to address performance and behavior concerns, prepares and issues disciplinary actions.
- Receives, reviews and responds to employee requests for time off; review and approves employee timecards.
- May requisition and purchase materials and equipment;
- May coordinate pick-up and disposition of recyclable items by contractors;
- May oversee preparation for special repair and maintenance projects;
- May respond to customer complaints and requests for information;
- May operate a variety of motorized equipment, such as roll off trucks, loaders, forklifts, and excavators to keep MRF operations moving, as needed.

### **QUALIFICATIONS**

#### **Knowledge, Skills and Abilities**

- Demonstrated strategic thinking and an ability to execute against formulated strategy.
- Demonstrated ability to lead change initiatives.
- Ability to direct staff various levels of staff.
- Is process-oriented and results-oriented in setting and pursuing aggressive goals, demonstrating a strong commitment to organizational success and marshaling resources to accomplish goals and objectives.
- Demonstrated problem-solving, analytical, critical-thinking and decision-making skills.
- Demonstrated ability to optimize near-term results that contribute to long-term sustainable success.
- Is collaborative; builds and works with teams.
- Is a creative thinker who challenges conventional solutions.
- Work safety regulations, methods and programs.
- Principles of work supervision, training, work scheduling, and performance management.
- Demonstrates and promotes ethical behavior.
- Has strong leadership skills and proven judgment of talent, with an emphasis on developing high performance teams.
- Maintain day-to-day responsibility for the operation of the assigned department.
- Identify hazardous waste materials and provide direction for their storage and disposal.
- Review work flow and operational problems and offer solutions.
- Read and write at the level required for successful job performance.

- Establish and maintain cooperative working relationships.
- Apply sound judgement in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.

**Education:**

A BA/AA degree is highly desired.

**Experience:**

5+ years in a leadership role and broad and progressively responsible work experience in manufacturing or recycling operations, or related experience to demonstrate knowledge, skills, and abilities to meet the above minimum requirements.

**License or Certificates:**

Possession of valid Class B California driver’s license and SWANA MRF and Recycling certifications are desired.

**PHYSICAL AND SENSORY REQUIREMENTS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public. Work environment may regularly expose the incumbent to such conditions as: regular exposure to noise, dust and unpleasant odors; some exposure to fumes, grease, diesel exhaust, oil and hazardous materials; often works around moving vehicles and equipment; constant contact with staff and the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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Employee Signature

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Date