

## Recycling Manager

Classification: Hourly  
Reports to: Chief Executive Officer or Surrogate, As Assigned  
Location: Milton-Freewater

### Job Description

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#### Objective

Oversees the day-to-day operations of the Recycling Program. Ensures the safety and cleanliness of the Recycling processing area as well as ensuring the proper maintenance and operation of all Recycling equipment. Properly trains, supervises, and works along side Recycling staff and works as a liaison between the City of Milton-Freewater, community members, and Horizon Project. This position also manages the Horizon Project fleet of vehicles.

#### Essential Responsibilities and Duties

##### Medical & Safety Procedures

- Maintains current CPR, First Aid, and Blood Borne Pathogens training and certification.
- Notifies appropriate person of hazardous health and safety conditions, monitors monthly safety and Recycling vehicle checklists and reports concerns.
- Assures Recycling Center's emergency kits are filled and information sheets are correct.
- Assures that Recycling area is cleaned daily and meets OSHA standards.

##### Recycling Center Duties

- Completes Recycle Surveys for the State of Oregon.
- Organizes the routes daily schedules with route drivers.
- Coordinates delivery and pick up with City of Milton-Freewater.
- Coordinates delivery and pick up with Walla Walla Recycling.
- Fosters communication with city of Milton-Freewater and Walla Walla Recycling.
- Responds to any complaints/concerns with residential and commercial route. Contacts Supervisor as needed.
- Provides basic recycle equipment repair.
- Organizes equipment repairs with mechanics (accommodates mechanic's schedule by coming in early, staying late, or on weekends) with Supervisor approval.
- Reports to police any issues in regards to the Recycling area or Recycling vehicles, if/when they occur.
- Oversee community drop off recyclables – respond to inquiries.
- Tracks quantity and weight of recyclables for the State of Oregon.
- Facilitate and foster a positive relationship with community members.
- Works with city official on possible growth of recycle program – provides feedback and suggestions, as directed by supervisor
- Weekly communication with the city of Milton-Freewater, assuring needs are being met. Make adjustments as needed.
- Works in conjunction with Employment Manager with scheduling of job coaches with clients on the Recycling Route.
- Facilitates and participates in inspections by Fire Marshal, OSHA, etc. as needed.
- Joins, or appoints a Recycling Staff member, to serve as a member of the Safety Committee.

### Supervision of Recycling Staff

- Review and process employee time off requests or corrections in Time & Attendance software, on a weekly basis. Approves employee time cards at the end of every pay period in a timely manner and prior to the deadline established by Payroll.
- Gains approval for Overtime hours and any expenditures by supervisor before proceeding.
- Corrects errors, trains staff to Recycling procedures and reports findings to supervisor.
- Provides counseling and/or progressive discipline as needed. Completes documentation and gains approval by HR and supervisor before proceeding.
- Assures documents are filed correctly.
- Provides Bailer training to staff.
- Provides Fork Lift training to staff.
- Provides truck with trailer training to staff.
- Provides any additional training as needed, or as directed by supervisor.

### Fleet Management

- Tracks, ensures and coordinates with Site Managers routine maintenance such as oil changes, tire rotations/changes, etc. are completed on a frequent basis.
- Ensures, and coordinates with Site Managers, necessary maintenance and repair of all Horizon vehicles.
- Tracks maintenance and repairs of each vehicle and determines when vehicle needs to be replaced. Provides recommendations for replacement vehicles to CEO.
- Works with Site Managers and Employment Managers to determine number of vehicles needed for each group home and Employment department. Provides recommendations for additional vehicles to CEO.

### Other Functions & Responsibilities

- Provides follow up orientation and training for Recycling employees.
- Communicates appropriately with supervisor, employees and the public.
- Completes other duties as assigned.

### **Qualifications**

- Must be 18 years or older.
- Have a valid driver's license.
- Must be able to pass a Drug Screening and Criminal Background check.
- Must have at least one year of management experience.
- Must have good written and verbal communication skills.
- Must be proficient in Microsoft based software such as Word and Excel.
- Must have the ability to learn and navigate computer programs to complete job functions.
- Preferred experience working with machinery such as bailer, forklifts, and commercial vehicles.

### **Work Schedule**

Schedule is Monday through Friday, from 8 am to 4 pm.

### **Physical Demands**

Some lifting may be required to – up to 50 lbs.

**Work Environment**

The Recycling Manager is subject to a wide range of environmental conditions while working indoors in the Recycling Center or outdoors picking up and/or processing recyclables. May be exposed to loud noises, variations in temperature, variable air quality, noises of heavy equipment, and vehicle traffic.

**Other Requirements**

The position with Horizon Project, Inc. require that the employee have and maintain a valid driver license; be insurable by Horizon's auto insurance carrier; and, meet and maintain driver eligibility standards as outlined in Horizon Project's Employee Handbook.

**Acknowledgement**

Your employment is at-will. This means that you may resign your position at any time, for any reason. In turn, Horizon Project, Inc. may terminate your employment at any time for any lawful reason, with or without cause.

I understand that this document does not constitute a written contract for employment and that no one other than the CEO of Horizon Project, Inc. has the authority to enter into any such contract.

I have read and understand the above job description and agree to perform the job duties to the best of my ability.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name Printed: \_\_\_\_\_

I have reviewed the job description with this employee.

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name Printed: \_\_\_\_\_