

Civil Division: Oneida-Herkimer Solid Waste Authority
Jurisdictional Class: Competitive
EEO Category: Officials and Administrators
Revised: 01/22/15

MATERIALS RECOVERY FACILITY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for managing, planning, organizing, and coordinating the operations of recyclable material at the Materials Recovery Facility (MRF) and Transfer Stations, a part of the Oneida-Herkimer Solid Waste Management Authority. The incumbent is responsible for ensuring the safest, most efficient, and economical use of equipment, supplies, and personnel. Direct supervision is exercised over Materials Recovery Facility Assistant Manager, Transfer Station and MRF Supervisors. General supervision is exercised over other subordinate employees. The incumbent works under general supervision of the Executive Director. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the operation of the plant to ensure the most safe, efficient and economical use of equipment, supplies and personnel;
Prepares time schedules and assigns personnel to perform specific tasks on varying shifts;
Supervises and maintains routine preventative maintenance and spare parts tracking and reorder system;
Maintains inventory of supplies and equipment;
Makes daily inspections of plant and plant machinery for compliance with the intended mode of operations;
Supervises the preparation and maintains power, output, equipment utilization, and maintenance and repair records;
Supervises and assists in the maintenance and repair of plant machinery and mechanical equipment;
Prepares preventative maintenance time schedules;
Coordinates and assigns personnel to perform specific maintenance tasks;
Plans and approves requisition of materials and ensures an adequate level of supply inventory and equipment;
Makes projections and assists in the preparation of Materials Recovery Facility budget;
Ensures strict adherence to safety rules and regulations in operation and maintenance of equipment;
Coordinates and supervises work of transfer station and materials recovery facility supervisors and arranges for technical training of plant personnel;
Coordinates and directs the dispatch of processed material;
Maintains personnel, inventory, equipment utilization, and maintenance and repair records;
Prepares reports on work progress, mechanical defects and repairs, and unusual occurrences requiring emergency action.
Maintains liaison with haulers in regards to compliance with permit and facility rules and regulations.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of mechanical and hydraulic systems associated with materials recovery facilities; comprehensive knowledge of the maintenance of the mechanical and hydraulic systems; thorough knowledge of recyclable material processing; thorough knowledge of occupational hazards and safety procedures concerned with operation of large machinery and motorized equipment; ability to operate motorized equipment; ability to plan, schedule, assign, and direct the work of others; ability to keep records and make reports; ability to read and interpret technical manuals and specifications and diagnose mechanical and electrical problems; mechanical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate Degree in engineering, manufacturing or mechanical technology and four (4) years of experience in the operation, repair, testing and preventative maintenance of mechanical and hydraulic equipment, two years of which shall have been in supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as indicated in (A) above, two years of which must have been in a supervisory capacity.

NOTE: Eligibility for an appropriate level New York State driver's license at time of application for appointment; possession of the license at time of appointment. This license must be maintained throughout appointment.

Adopted: ?
Revised: 10/2/90