



JOB TITLE: PLANT OPERATIONS SUPERVISOR

BASIC FUNCTION:

The Plant Supervisor is responsible for providing leadership and work direction for the daily operation of the Recycling & Energy Center.

EXAMPLES OF WORK PERFORMED:

1. Promote a diverse, culturally competent, and respectful workplace.
2. Support leadership and safety initiatives for R&E and the R&E Center.
3. Promote a positive and trusting culture through leading by example and fostering a spirit of cooperation between staff and between staff and supervisors.
4. Accomplish production results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
5. Direct plant operations in accordance with Recycling and Energy (R&E) Board policies and procedures.
6. Set schedules, distribute work assignments, establish priorities; monitor progress; resolve problems; and ensure work is completed on time.
7. Promote, teach and enforce work safety rules, codes, standards and work practices.
8. Assist with interviewing, selecting, orienting and training employees.
9. Maintains working relationship with the union by following the terms of the collective bargaining agreement.
10. Process grievances in accordance with R&E Board policy and procedure.
11. Process workers' compensation claims in accordance with R&E Board policies and procedures.
12. Resolve disputes with haulers, transportation companies, employees, and others as needed in accordance with R&E Board policy and procedures.
13. Participate on various committees as assigned.
14. Assist with the annual budget as directed by the Facility Manager.

15. Maintain operations records.
16. Work with Transportation Manager to revise transportation arrangements for Refuse Derived Fuel (RDF), residue, Bulky Waste Residue (BWR) and ferrous deliveries, as needed.
17. Conduct plant inspections as required.
18. Ensure facility operations comply with all local, state and federal laws, permits and regulations.
19. Maintain and monitor the equipment and related processes that have been assigned.
20. Operate the wheel loader at the R&E Center if necessary.
21. Maintain professional and technical knowledge by attending trainings and educational workshops as recommended by Facility Manager or Human Resources
22. Perform other duties as assigned by the Facility Manager.

(The work assigned to a position in this classification may not include all possible tasks in this work and does not limit the assignment of any additional tasks in this classification. Regular attendance according to the position's management approved work schedule is required.)

SUPERVISOR/MANAGERIAL RESPONSIBILITY:

Provide supervision to Mechanical Maintenance and Electrical Maintenance workers, Processors, and Processor Helpers within the facility while on their designated shift.

INTERNAL/EXTERNAL RELATIONSHIPS:

Daily supervisory contact with R&E Center staff. Daily contact with other supervisors, Facility Manager, and Assistant Facility Manager/HR Manager; and daily to weekly contact with Safety Coordinator, Transportation Manager, and Supply Chain Manager to coordinate work efforts. Daily to weekly contact with contractors.

IMPACT ON SERVICES/OPERATIONS:

Impacts on the R&E Center's ability to receive and process solid waste, and in the production of refuse derived fuel, recyclable metals, and the disposal of residue and bulky waste. Proper performance will contribute to the safe and efficient operation of the R&E Center and will result in quality products. Improper performance will result in higher processing and maintenance costs due to more frequently required repairs, a decline in safety and productivity, and a decline in the quality of products produced by the R&E Center.

WORK ENVIRONMENT:

The work environment is typical of a production facility with large machinery. Duties are performed inside and outside year-round, in all kinds of weather. Must be able to work in a wide range of climatic conditions, including extreme heat and cold. Must be able to work on static rotating shift schedules, overtime, weekends and holidays as the needs of the plant operations require. Employees

in this position are exposed to operational hazards, such as: traffic, dust and dirt, odor and noise. During the maintenance of equipment employees are subject to potentially hazardous substances such as: diesel fuel, gasoline, lubricants, and solvents. This position also includes work within an office with standard office equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Knowledge of safety procedures and regulations.
2. Knowledge of process controls.
3. Skill in using and understanding of Microsoft Office programs.
4. Skill in written, verbal, interpersonal communications and leadership skills.
5. Skill in planning, organizational, analytical and problem solving.
6. Ability to provide effective leadership, direction and motivation to employees.
7. Ability to work with teams and lead decision-making processes in a team environment.
8. Ability to work independently without immediate supervision.
9. Ability to take direction from the Facility Manager.
10. Ability to set priorities and to respond to changing demands in performing the Plant Supervisor duties.
11. Ability to effectively administer cost controls in accordance with R&E objectives.
12. Ability to effectively comply with all R&E policies and procedures, including the R&E's workers' compensation policy and procedures for processing a claim.
13. Ability to maintain confidentiality.
14. Ability to lift 40 pounds regularly.
15. Ability to work in a physical environment, requiring frequent bending, twisting, stooping, kneeling, crouching, climbing, walking, standing and reaching.
16. Ability to work all shifts and to be available as needed.

MINIMUM QUALIFICATIONS:

Education: Must possess high school diploma or equivalent.

Experience: Must have three to five years RDF or industrial production facility experience including the operation and maintenance of material handling equipment.