



2115 JEFFERSON ST  
ALEXANDRIA, MN 56308  
OFFICE: 320-763-9340  
1-800-972-6318  
FAX: 320-763-9342  
[www.popedouglasrecycle.com](http://www.popedouglasrecycle.com)

## **Material Recycling Facility (MRF) Manager**

**SALARY:** \$37.47 to \$41.15 – Salaried – Exempt Position

**HOURS OF WORK:** Monday – Friday 8:00 a.m. – 4:30 p.m.

**DEPARTMENT:** Material Recycling Facility

**OPENING DATE:** March 18, 2019

**CLOSING DATE:** March 29, 2019 4:00 p.m.

### **MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:**

- High School Diploma or Equivalent
- Previous experience in MRF Operations
- Six (6) years of experience in a technical and administrative capacity, including two years in a supervisory role

### **NECESSARY QUALIFICATIONS:**

- Ability to obtain a Type II Landfill Operator's Certificate from the Minnesota Pollution Control Agency

### **NATURE OF WORK:**

- Under the administrative supervision of the Executive Director, directs and supervises the overall Operations of the Pope Douglas Solid Waste, Material Recovery Facility (MRF). Work involves the responsibility for directing operations, record keeping, procedures, operator training and environmental compliance of the MRF facility.
- Report to the Director of the Pope/Douglas Solid Waste Management Board.
- Supervises all personnel assigned to the MRF.

### **EXAMPLES OF WORK:**

- Supervise all MRF personnel assigned to facility
- Generate and maintain personnel work schedules
- Resolve daily operational problems
- Monitor and approve payroll time cards of M.R.F. staff
- Resolve personnel problems of assigned staff
- Establish facility and equipment schedules to meet operational requirements
- Maintain daily record keeping system for all facets of operations including MSW inventory estimation
- Responsible for coordination of MSW deliveries and communications to transfer haulers
- Responsible for all equipment operations and assist in maintenance coordination in MRF
- Responsible for coordinating the plant safety plan and supervising LOTO
- Initiate new ideas on improving operation of equipment
- Purchase materials and equipment needed for plant operations
- Schedule and coordinate maintenance on mobile equipment
- Provide budget information for plant operations
- Work with a CMMS for the generation of work orders to track maintenance

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Considerable knowledge of principles and practices applied to the operation and maintenance of a solid waste resource recovery plant.
- Knowledge of the principles and administration of solid waste material handling facility
- Knowledge of the hazards involved in stationary equipment operation and necessary safety precautions
- General knowledge of materials handling equipment

- Ability to evaluate the economics of various aspects of the MRF as to cost effectiveness
- Ability to establish effective working relationships with supervisors, subordinates, other departments and the public.
- Ability to plan, lay out, schedule, assign, and inspect the work of the MRF personnel; working ability to maintain records and prepare reports
- Skilled in the operation of solid waste resources recovery plant related to heavy equipment and machinery; considerable skill in planning, assigning and supervising the work of staff
- Ability to maintain an effective staff. Participate in the selection of employees, provide for proper training and ensure effective supervision of all subordinates
- Ability to provide budget input and control expenditures.
- Knowledge of the hazards involved in processing solid waste and ability to implement appropriate safety standards. Specifically, the position must be aware of the hazards of solid waste, combustor ash and air quality.
- Perform other administrative tasks as assigned by the Executive Director and the Board.

**PHYSICAL REQUIREMENTS:**

- Must be able to lift 50 pounds
- Must be able to climb ladders and steps
- Must be able to withstand extreme temperatures
- Must be able to wear a respirator
- Must be able to work in confined space areas

*This description is intended to describe the kind of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*