



Position Title: Recycling Facility Manager

Reports To: CEO/GM

FLSA: Exempt

### **General Summary:**

The Recycling Facility Manager provides oversight to all aspects of the facility, personnel, equipment, program and the marketing. Develops and manages annual budget, ensuring the facility operates efficiently and within budget constraints. Seeks to provide member community owners a clean, safe, and efficiently operating facility.

### **Essential Job Functions:**

- Responsible for the leadership and management of a safe and efficient operation and maintenance of the facility, staff and associated programs.
- Provides support and assistance to the CEO/GM, other **ecomaine** departments and support staff as needed.
- Strives to provide safe work environment for all personnel, contractors, vendors and visitors.
- Leads safety initiatives, education, and committees designed to provide timely and effective safety policies and procedures, ensuring proper training, to achieve the goal of a safe work environment.
- Responsible for developing and maintaining labor relations with bargaining unit employees.
- Manages all maintenance efforts for physical plant as well as all recycling equipment; includes rolling stock, screening equipment, balers and building and grounds.
- Seeks to establish and present a clean establishment for the public and member owners to visit and observe recycling facility operations.
- Provides contact point for member municipalities; provides information, answers general inquiries about recycling facility efforts and services.
- Marketing of all tonnage which includes negotiating with mill buyers and fiber/plastic brokers to sell **ecomaine's** material. Writes and negotiates contracts with buyers to secure long term commitments with regard to price and movement, works with export buyers to move/sell recycled material overseas, tracks unique load Purchase Order (PO) numbers and arranges trucking contractors to pick up and distribute materials, . Using PO numbers, ensures timely payment for shipped materials.
- Other duties as assigned.

**Other Duties and Responsibilities:**

- Produces and analyzes informative reports for the CEO/GM.
- Develops annual budget and ensures facility operates within budget allowances. Forecasts and reviews budget based on marketing revenues.
- Continually reviews quality of inbound and outbound product.
- Tracks and ensures accuracy of all payable invoices.
- Provides back-up if needed, operating facility equipment.

**Skills/Experience/Training Required:**

Duties require knowledge of all aspects of running a similar facility, preference given to knowledge of the waste disposal and the recycling industry. A Bachelor's Degree in a related field and 5 - 10 years of experience is desirable. A comparable combination of education and experience will be considered.

- Previous experience negotiating pricing, contracts and agreements
- Analytical thinker who can multitask, is a self-starter and is very organized
- Previous supervisory experience
- Proven leader, motivator, clear communicator and team player
- Must be computer literate, specifically with Microsoft Office Suite of Programs
- Maintenance oversight experience and an understanding of equipment is essential
- Valid State of Maine driver's license and current insurance, must be insurable under company policy

**Supervisory Responsibility:**

- Responsible for interviewing, selecting and ensuring training and development needs are met for staff members
- Provides Annual Performance Evaluation and feedback to team members, utilizes coaching and counseling techniques, as well as progressive discipline for performance deficiencies.
- Scheduling responsibilities for positions under direct supervision
- Provides salary recommendations for staff, responsible for operating within annual budget

**Working Conditions/Physical Demands:**

- Please see the **ecomaine** Return to Work Policy

*This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, ecomaine reserves the right to modify, add or remove duties and assign other duties as necessary.*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed here) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis. ecomaine is an equal opportunity employer.*