



## City of Gustavus, Alaska

### Gustavus Disposal and Recycling Center (DRC) Manager/Operator Position Description

**Title:** Disposal and Recycling Center (DRC) Manager/Operator

**Nonexempt Regular Part-time Position:** The DRC Manager/ Operator is expected to work up to 40 hours per week during the peak season of May – September, and 30 – 40 hours per week for October – April. The DRC Manager/ Operator is expected to be present on all days that the DRC is open to the public and other catch-up days as need requires.

**Supervisor:** City Administrator

**Work Location:** Disposal & Recycling Center / Community Chest

**Summary:** This position is responsible for the safe, efficient, and cost-effective operation and management of the Disposal and Recycling Center facilities, equipment, and functions for the public benefit.

Due to the nature of the DRC Manager / Operator position, the successful candidate must be prepared to occasionally work hours outside of a regular schedule, when called for, while keeping her/his co-workers at the DRC and supervisor at City Hall apprised of any schedule changes in a timely manner via telephone or email. Schedule changes may be due to a missing staff member, volunteer, or the need to support a scheduled activity outside of a normal work schedule.

#### **Essential Duties and Responsibilities:**

##### **Operator**

- Prepares the DRC facility to receive customer-delivered waste and recyclables.
- Opens and closes the DRC facility for posted operating hours, and for special projects and appointments according to a schedule approved by the Mayor or City Administrator
- Receives customer-delivered recyclable materials, food waste for composting, and trash for landfilling.
- Informs customers on waste-sorting standards.
- Manages the DRC's Point-of-Sale system and bills customers per current billing policy/procedure and scheduled rates approved by the City Council.
- Maintains all operational records.
- Processes sorted waste-stream components by:
  - Preparing recyclable materials such as plastics, glass, metals, paper products, appliances, white goods, electronics, etc., by baling, crushing, pulverizing, packaging, or palletizing, and stores as needed for shipping or other disposition.
  - Composting food waste and other acceptable organic materials in DRC compost facility
  - Processing universal waste and household-hazardous waste for shipping in

accordance with State and federal regulations

- Preparing large scrap items, such as cars and appliances for shipment to recyclers during special heavy scrap-metal projects
- Performs regular janitorial duties at the DRC and maintains the facility in a safe, clean and business-like manner and appearance. Additionally, the DRC Manager/Operator is responsible for light carpentry and building maintenance of DRC facilities including the Community Chest.
- Collects water samples from monitoring wells, submitting for laboratory analysis, and generating reports as required by Alaska Department of Environmental Conservation's Solid Waste Permit.
- Operates facility in accordance with federal and state occupational safety, health, and environmental regulations.
- Attends training as approved by City Administrator or required by State agency regulations to maintain skills and certifications for safe and effective operation of the DRC.

### **Management**

- Accounts for receipts from the DRC and Community Chest and delivers payments received to the City Treasurer.
- Works with City Administrator to develop and submit grant applications, in compliance with City policies and procedures, to support facility improvements and equipment purchases.
- Monitors regulatory requirements for operation of the DRC and assures that DRC meets or exceeds agency rules and requirements. Files required permit renewal documents and reports for the City as scheduled by ADEC. Maintains operating records, permits and files all reports as required by federal and State agencies.
- Serves as City representative in negotiations with Glacier Bay National Park for equipment use, the disposition of NPS trash and recycling, and other DRC-related matters.
- Recruits, provides on-site training for, and supervises all regular, temporary, and volunteer workers at the DRC.
- Oversee operations at the Community Chest and is responsible for facility maintenance and improvement.
- Prepares, in consultation with the City Treasurer and City Administrator, the draft DRC annual budget, including operational and capital requirements. Administers the DRC annual budget as approved by the City Council.
- Plans for and reviews specifications for new or replacement facilities and equipment.
- Acts as the purchasing officer for the DRC. Controls departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by City Council and work schedule approved by City Administrator.
- Prepares and submits an annual report of DRC and Community Chest activities to the City Council. Prepares and submits other reports as requested by the Council.
- Other duties as assigned.

**Required Minimum Qualifications - Education and Experience:**

- Graduation from high school or GED equivalent
- Experience and training in planning, developing, operating, and maintaining recycling and landfill operations.
- General work experience involving leading, managing, training, and supervising workers or volunteers.

**Desirable Knowledge, Skills and Abilities:**

Position requires knowledge, skills, and abilities in

- The use of tools and equipment needed for operation and maintenance of DRC tools and equipment.
- Training and supervising subordinate personnel.
- Performing work requiring good physical condition.
- Communicating effectively orally and in writing.
- Exercising sound judgment in evaluating situations and in making decisions.
- Giving and receiving verbal and written instructions effectively.
- Establishing and maintaining effective working relationships with facility volunteers, other employees, supervisors, and the public.
- Understanding of and conformance to general safe work practices.

**Other Qualifications:**

- Eighteen years of age or older at time of hire.
- Certification by Solid Waste Association of North America as a Certified Manager for Landfill Operations (Desired).
- Obtain 40-hour HAZWOPER certification within one year of employment, and maintain current annually.
- Possess, or be able to obtain within one month of hire, a valid State of Alaska Driver's License without record of suspension or revocation in any state.
- Agreement to observe and comply with safe work practices and PPE use as required by City policies and procedures.

**Physical Demands:**

The following are representative physical demands the DRC Manager/Operator is expected to encounter:

- The Manager/Operator must frequently lift and/or move objects weighing up to 20 pounds, and occasionally up to 70 pounds.
- Vision requirements for this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The Manager/Operator will perform work in personal protective equipment including gloves of various types, coveralls, raingear, face protection, eye protection, and hearing protection, in compliance with OSHA requirements and municipal policy.

**Work Environment Conditions:**

The Manager/Operator may be exposed to the following work conditions and hazards:

- Cold and/or wet weather.
- Sharp objects and edges capable of cutting skin.
- Noise exceeding 85 dBA from equipment in use at the site for short periods of the work shift. Noise exposures will only rarely and briefly exceed 100 dBA.
- Hazardous liquids such as petroleum products and toxic household or light industrial materials and corrosive substances.
- Eye and face hazards from flying particles.
- Hand/arm vibration.

**Tools and Equipment Used:**

- Powered loader(s) or other mobile equipment
- Baling equipment
- Power metal shear
- Rotary screener
- Glass processing equipment
- Hand tools, including hand power tools.

**Notice**

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

**The City of Gustavus is an Equal Opportunity Employer**