AUBURN
Human Resources

Supv, Recycling & Waste Reduction

Job Description

JOB INFORMATION

Job Code	NB83
Job Description Title	Supv, Recycling & Waste Reduction
Pay Grade	FM13
Range Minimum	$47,270
33rd %	$56,730
Range Midpoint	$61,460
67th %	$66,180
Range Maximum	$75,640
Exemption Status	Non-Exempt
Approved Date:	9/26/2024 5:00:01 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Environmental Services

JOB SUMMARY

Provides leadership and supervision to personnel engaged in solid waste and recycling operations at Auburn University.

RESPONSIBILITIES

- Supervises the daily activities and processes associated with the collection and hauling of the university's solid waste and recycling, including construction and demolition debris (inert waste) generated by university departments, and have the ability to perform duties of workers supervised. Coordinates the day-to-day work and responsibilities of assigned staff by monitoring work assignments, inspecting job sites, and ensuring that quality work is completed in a safe and timely manner. Establishes solid waste and recycling routes and schedules. Plans and optimizes work of assigned staff, adjusting as needs change. Assigns work orders and manages the workflow to completion.
- Works closely with the solid waste and recycling collection and disposal services contractor to ensure safe and timely collection of the university's solid waste and recycling, including, but not limited to, front-end loaders, roll-offs, and compactors.
- May work outside normal operating hours and days to manage special events, emergencies, and inclement weather. Leads team and clean up for all game day operations including set-up, during game, and post-game clean up.
- Provides technical expertise and is responsible for the safe operation, maintenance, and repair of department equipment such as compactors, balers, towables, forklifts, and solar-powered smart waste and recycling containers.
- Plans safety and equipment training, scheduling, and development of staff. May be responsible for meeting and maintaining training and certification requirements as outlined by the department's training and credentialing requirements.
- Meets with customers ensuring that their solid waste and recycling needs are met. Investigates complaints and recommends corrective action when necessary.
- Coordinates with other facility shops, departments, and/or outside contractors to ensure the appropriate support for each job. Communicates with stakeholders to provide updates, answer questions, resolve issues, and ensure the efficient completion of projects and jobs.
- Responsible for maintaining records of work orders, activities, time, and schedules. Gathers metrics and provides reports. Evaluates the effectiveness of departmental activities. Takes notice of opportunities to increase waste diversion. Identifies areas of improvement.
- Supports the manager in strategic planning, budget planning, and reporting as needed.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	4 years of	Experience with solid waste collection and removal, recycling, and/or sustainability and experience in logistics and heavy equipment.	Or

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of logistics and warehouse management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking				X		
Sitting			X			
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.