
Auburn University Job Description

Job Title: **Supv, Recycl & Waste Reduction**

Job Family: No Family

Job Code: **NB83**

Grade FM08 \$30,500 - \$42,700

FLSA status: Non-exempt

Job Summary

Provides on-site supervision and has responsibility for overseeing the warehouse sorting area and all operational routes for the Solid Waste and Recycling Program for the Auburn University campus.

Essential Functions

1. Supervises the daily routes and processes associated with the collection, hauling, and recycling of solid waste.
2. Performs duties of workers supervised.
3. Meets with customers ensuring that their recycling and solid waste needs are met.
4. Sets up department recycling and solid waste routes and schedules.
5. Assigns work orders and enters labor reports in database.
6. Communicates with others to keep them aware of activities, and maximize effectiveness and efficiency of department and answer questions.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	4	Experience in areas of solid waste removal

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of logistics and warehouse management.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 100 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2010
