

Methow Recycles Operations Manager Job Description – June 2015

Position Description:

The Operations Manager is the host and manager of Methow Recycles facilities. The Operations Manager is responsible for operation and maintenance of Methow Recycles facilities and equipment and the processing of materials. The Operations Manager reports to the Executive Director. As the primary connection to the recycling community and the volunteers the Operations Manager maintains Methow Recycles' presence as a responsible, positive, and desirable member of the community.

Facility Host Responsibilities:

- Ensures that visitors to Methow Recycles facilities are treated as valued owners and guests.
- Maintains an environment at Methow Recycles facilities which is clean and neat, welcoming, appreciative, and educational.
- Encourages financial support of Methow Recycles.
- Responds in a timely and positive manner to inquiries about or related to our mission, our industry, and our community.

Facility and Equipment Responsibilities:

- Ensures overall facility cleanliness and safety.
- Ensures final product quality.
- Operates all facility equipment such as baler, forklift, and bobcat.
- Coordinates processing of materials, deliveries, and shipments of finished product.
- Maintains and creates all plant documentation and records.
- Ensures proper function and maintenance of all equipment and facilities.
- Purchases supplies and services required for operations.
- Maintains constructive and cooperative working relationships with all business partners, local, county, and state government officials and staff.
- Ensures that all publication of Methow Recycles' hours and location access remains current. This includes but is not limited to, out-going voicemail message, website, social media, and any announcements posted at our facilities.

Personnel Responsibilities:

- Recruits, trains, schedules, evaluates, and recognizes paid and volunteer staff according to sound human resource practices.
- Maintains confidentiality and recognizes appropriate boundaries for communicating sensitive information.

- Ensures volunteer safety at all times and conducts monthly safety meetings with staff and volunteers in accordance with Washington State Labor & Industries regulations: <http://lni.wa.gov/wisha/rules/corerules/html/296-800-130.htm>

Fiscal Responsibilities:

- Contributes to Methow Recycles financial health and community support by actively cultivating relationships with recyclers and supporters.
- Jointly, with the Executive Director, develops staffing plans and budget requirements to ensure efficient and cost-effective operation of facilities within approved budget guidelines.
- Responsible for employee and volunteer time tracking for payroll, grant writing/reporting, and insurance purposes.
- Operates facilities within annual expense budget, obtaining E.D. approval for any significant variances.

Special Projects:

- The Operations Manager will be called upon from time to time to assist with special projects or participate in committee work. Likewise, the Operations Manager may call upon staff or volunteers to assist with projects.

Other:

- Ensures that the staff is kept fully informed on the condition of Methow Recycles and all important factors influencing it.
- Maintains a working knowledge of significant developments and trends in the recycling, waste prevention, and materials reuse industry.
- Observes local community recycling trends and responds constructively.
- Engages with community organizations to inspire and facilitate resource conservation through Methow Recycles.
- Demonstrates commitment to Methow Recycles' mission and special role as a nonprofit organization.

Skills, Experiences, Abilities:

- Must have leadership, supervisory, and organizational skills demonstrated through prior management or business-ownership experience.
- Must have excellent verbal and written communication skills.
- Must be a committed recycler and either know or be eager to learn the industry of recycling in both environmental and business context.

- Must enjoy people and have creative, constructive ability to handle a wide variety of customer, staff, and volunteer personalities and situations.
- Must have the ability to work without direct supervision, demonstrating excellent judgment while tracking and responding to a wide variety of competing details.
- Must possess mechanical ability to recognize and address equipment and facility problems, including troubleshooting, repair as appropriate, and working with service technicians to resolve problems promptly and cost effectively.
- Must be able to give and receive constructive feedback.
- Must have a valid Washington State driver's license and good driving record, a personal history suitable for bonding to handle cash, and the ability to obtain within six months of employment a current first aid card including CPR training (at Methow Recycles' expense).

Physical and Mental Requirements:

Requires frequent standing, walking, sitting, climbing, bending, and twisting. Must be able to frequently lift, lower, push, and pull up to 50 lbs. Must be able to carry objects with both hands and arms. Must be able to talk and receive and understand written and oral communication and understand and follow verbal and written instructions. Must be able to present information and direction to customers and volunteers clearly and effectively.

Work Hours and Compensation

The level of effort for this position is 25-30 hours per week, depending on annual work plan and budget approved by the Board. Compensation, set by the Executive Director, reflects scope and scale of the annual work plan, tenure with organization, skills, performance, and experience.

Physical Setting

This position requires spending considerable amounts of time in non-climate-controlled environments.