## Job Family
General Services

## Job Function
Recycling and Refuse Services

## Category
Supervisory & Management

### Job Summary
Involves performing refuse and recycling collection and sustainability functions, dumping refuse and waste, and maintaining equipment associated with these functions.

### Job Level
Supervisor 1

### Job Title
Recycling and Refuse Svc Supv 1

### Tracking Code
A0298

### Job Code
7992

### Personnel Program
PSS

### FLSA
Exempt

### Generic Scope
Provides immediate supervision to a unit or group of operational or technical employees. A portion of time may be spent performing individual tasks related to the unit; however, supervisory activities must constitute a primary part of the job. Supervises unit operations to ensure compliance with departmental or organizational policies, procedures, and defined internal controls. Ensures accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental standards and procedures.

### Custom Scope
Receives predetermined work assignments that are subject to a moderate level of control and review. Directs recycling and refuse material collectors to complete assignments using established guidelines, procedures and policies. Responsible for the day-to-day operations of recycling and refuse material collectors.

### Key Resp 01
Assigns routes and trucks to workers.

### Key Resp 02
Plans, directs, supervises, and evaluates schedules for refuse collection.

### Key Resp 03
Coordinates work activities.

### Key Resp 04
Recognizes and recommends operational improvements.

### Key Resp 05
Responsible for the day-to-day application of organizational policies and procedures.

### Key Resp 06
Monitors performance of drivers according to established standards.

### Key Resp 07
Ensures drivers meet requirements to operate equipment and vehicles.

### Key Resp 08
Ensures strict adherence to all guidelines and policies, including safety, related to recycling and refuse material collection.

### Supervisor 2

### Job Title
Recycling and Refuse Svc Supv 2

### Tracking Code
A1888

### Job Code
6253

### Personnel Program
PSS

### FLSA
Exempt

### Generic Scope
Provides direct supervision typically to professionals or skilled technical employees. Functions as advisor to unit and administration. Analyzes and resolves problems, interprets policies (e.g., fiscal management, HR, contracts and grants, resource management in defined areas) and demonstrates solid subject matter knowledge. Exercises judgment within defined procedures and policies to determine appropriate action. Supervises staff to assure accountability and stewardship of department resources (operational, financial, and human) in compliance with departmental goals and objectives.

### Custom Scope
Receives assignments in the form of objectives and goals and determines how to use resources to meet schedules and goals. Provides guidance to subordinates for a large and complex unit. Supervises other Recycling and Refuse Services supervisors and staff, monitoring the quality and quantity of work. Oversees day-to-day supervision of staff, equipment, operation analysis, special projects and objectives.

### Key Resp 01
Sets short term goals and priorities for subordinate professionals, supervisors and support staff. Supports campus groups that share common waste and recycling goals.

### Key Resp 02
Evaluates needs assessments for routine organizational refuse collection as well as special events refuse collection.

### Key Resp 03
Determines billing rates for campus refuse services, or other driving services.

### Key Resp 04
Oversees material recovery process and facilities for various waste products such as paper, glass, metal, food waste and other compostable materials.

### Key Resp 05
Oversees equipment maintenance and repairs for recycling fleet and other equipment used in recycling operations.

### Key Resp 06
Trains and develops subordinate staff and supervisors to safely use materials and equipment.

### Key Resp 07
Manages a sub-section of the overall, campus waste disposal system.

### Key Resp 08
Participates in developing and monitoring operational and budget processes.
**Job Family**  General Services  
**Job Function**  Recycling and Refuse Services  
**Category**  Supervisory & Management  

**Job Summary**  Involves performing refuse and recycling collection and sustainability functions, dumping refuse and waste, and maintaining equipment associated with these functions.

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<th>Key Resp 09</th>
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<td>Recommends options to minimize costs associated with managing the waste stream and meet waste diversion goals and objectives.</td>
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**Education 1**  Bachelor’s degree in related area and / or equivalent experience / training.  
**Education 2**  Bachelor’s degree in related area and / or equivalent experience / training.  
**Education 3**  
**Education 4**  
**License 1**  
**License 2**  
**License 3**  
**License 4**  
**Cert 1**  
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<td>Working knowledge in recycling and refuse collection equipment operation and maintenance.</td>
<td>Working interpersonal and leadership skills.</td>
<td>Working verbal, written and interpersonal communication skills in the English language, including active listening, critical thinking, multi-tasking, sound judgment, reasoning and time management skills.</td>
<td>General knowledge in the use of basic computer applications.</td>
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| Environment | Campus, medical center or other university settings, external venues, trucking and refuse facilities. | Campus, medical center or other university settings, external venues, trucking and refuse facilities. |
| Career Path 1 | Recycling & Refuse Svcs Supv 2 | Recycling & Refuse Svcs Mgr 1 |
| Career Path 2 |               |              |
| Career Path 3 |               |              |
| Career Path 4 |               |              |
| Career Path 5 |               |              |
| Career Path 6 |               |              |