

Civil Division: Oneida-Herkimer Solid  
Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 04/26/11

### **MATERIALS RECOVERY FACILITY SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility to ensure that recyclable materials are processed in an efficient manner, on schedule, and according to approved procedures. The position exists at the Materials Recovery Facility of the Oneida-Herkimer Solid Waste Management Authority. The incumbent in this position is also responsible for directing, planning, and assigning the work of employees involved in sorting, baling and transporting of recyclable materials. The work may also include the operation of various plant equipment as well as participating in the work of the crew. The incumbent works under the general supervision of the Materials Recovery Facility Manager. Direct supervision is exercised over the work of Sorters, Solid Waste Management Workers, Laborers, and Baler Operators. The incumbent performs work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Supervises and works with a crew in the processing of recyclable materials;  
Supervises and assists in the operation, maintenance, and repair of materials processing equipment;  
Inspects materials processing equipment regularly to ensure proper operation or condition;  
Ensures that safety precautions are observed and that employees adhere to safety rules;  
Prepares reports on work progress, mechanical defects and repairs, and unusual occurrences requiring emergency action by management;  
Maintains time and work progress records;  
Trains subordinate personnel.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the operation and maintenance of large machinery used in recycling operations; thorough knowledge of recyclable material processing; good knowledge of occupational hazards and safety procedures concerned with operation of large machinery and motorized equipment; ability to operate motorized equipment; ability to plan, assign, and direct the work of others; ability to lift heavy weights; ability to keep records and make reports; mechanical aptitude.

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### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate Degree in engineering, manufacturing or mechanical technology, or a closely related field **AND** one (1) year of experience in the operation, repair, testing and preventative maintenance of materials processing equipment or large manufacturing, hydraulic, electrical or related systems; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as described in (A) above.

**NOTE:** If the position requires operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level New York State driver's license at time of application for appointment; possession of the license at time of appointment. This license must be maintained throughout appointment.

Title Change from "Materials Recovery Facility Foreman": 05/09/96

Adopted: 10/02/90

Revised: 05/09/96, 08/16/01, 04/26/11