

Job Description

POSITION SUMMARY: The Recycling Center Maintenance Supervisor is responsible for supervising a maintenance shop that is under the umbrella responsibility of an on-site Division or Operations Manager. The Recycling Center Maintenance Supervisor supervises a technician (mechanic) team responsible for preventive maintenance/repair of fixed and mobile equipment and building and facility maintenance; and plans and schedules repair work for the work group to ensure that all work is done in a safe and timely manner, reducing lost productivity.

PRINCIPAL RESPONSIBILITIES:

- Supervises technicians in maintenance shop; conducts daily debrief meetings; coaches/counsels all technician levels on performance/corrective action, when necessary; makes hiring/termination decisions in concert with Human Resources and appropriate management; conducts employee training and performance evaluations; evaluates and makes recommendations for merit increases, promotions and job changes, as appropriate.
- Conducts Quality Control Inspections; tracks issues and issue resolution to ensure all work is properly completed and is in accordance with the Company's safety and compliance procedures and federal and state regulations.
- Oversees maintenance shop inventory control system to ensure necessary equipment and parts levels are maintained and purchases are within budget.
- Reviews and approves expenses that are within scope of approval level; refers larger expenses or major repairs to manager as appropriate.
- Oversees repair diagnostics on more complex matters and provides coaching where necessary.
- Maintains advanced knowledge of stationary recycling equipment, engine, emission systems, transmission, brake, hydraulic and electrical systems to manage advanced preventive and repair maintenance functions of heavy equipment and vehicles used by the Company, on site and on the road, including:
 - o Stationary recycling equipment such as: conveyors, screens, reducers, balers, optical sorting units, air drum separators, compactors, magnets, dust collectors, metering bins and pneumatics.
 - o Engine chassis.
 - o Vehicle body control systems, including hydraulics, pneumatics and electrical systems.
 - o Heating and air conditioning systems.
 - o Knowledge of welding tools to fix heavy equipment.
- Performs other job-related duties as assigned or apparent.

QUALIFICATIONS:

- Basic computer skills with Microsoft Office knowledge.
- Ability to engage in root cause problem solving.
- Effective communications skills.
- Ability to direct staff.
- Strong customer service orientation.
- Organizational skills.
- Ability to collaborate and encourage employee engagement.

MINIMUM REQUIREMENTS:

- High school diploma or G.E.D.
- Minimum of 3 years of maintenance experience in the recycling, transportation, disposal or related industry.
- Minimum of 1 year of supervisory experience in a lead technician role, supervisor or other management role requiring a thorough knowledge of safe working practices, DOT, OSHA and other federal and state regulations.

