

JOB DESCRIPTION

CEDAR AVENUE RECYCLING & TRANSFER STATION

Division: Utilities/Solid Waste & Recycling
Location: Fresno County
Non-Exempt

Position: Operations Specialist
Reports to: Operations Manager

JOB SUMMARY:

- Operations assistant to division manager.
- Provides operational and administrative support while assisting with coordination of daily operations, including collection, recording and reporting of data.
- Responsible for sales of recycled commercial commodities to brokers
- Acts as liaison between division manager, supervisors and staff.
- Communicates and helps execute company objectives.
- Manages their position with minimal supervision.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Essential responsibilities include, but are not limited to:

- Assists in troubleshooting and resolving safety, service, and operational issues.
- Identifies all potential safety infractions and submits to the division manager, assisting in the avoidance and correction of existing safety issues.
- Helps execute safety policies and procedures within the MRF.
- Develop, analyze and submit reports to division manager and regulatory agencies for review
- Works closely with the division manager to ensure contractual and regulatory compliance.
- Maintains and distributes department related information as required
- Communicates with other supervisors and managers about operations and/or dispatch issues.
- Completes and maintains a variety of reports as directed by the division manager.
- Review and approval of all Carts operations invoices, prior to approval from the division manager.
- Manage all safety inventories
- Management of all office supplies
- Manage commodity inventory and handle all commodity sales. Checks outgoing materials for quality standards.
- Position requires that employee is commercially and entrepreneurially minded to achieve the most profit possible from recycled materials brokers.
- Promote teamwork and assist others with their initiatives and efforts within the business unit
- Communicate well both verbally and in writing
- Required: Initiative, the ability to work independently, flexibility, enthusiasm, resilience, self-confidence, and self-motivation.

- Other Tasks as directed by division manager.

REQUIRED AND PREFERRED QUALIFICATIONS (SKILLS, EDUCATION AND EXPERIENCE)

The requirements listed below are representative of the qualifications necessary to perform the job.

Education and Experience

- Education: High school diploma or G.E.D. (accredited)
- Experience Preferred: 2+ years of administrative, operations, customer service or other related experience

Certificates, Licenses, Registrations or Other Requirements

- None required.

Other Required Knowledge, Skills or Abilities

- Proficiency with Microsoft Office Programs: Excel, Outlook, PowerPoint and Word.
- Ability to learn and become proficient with workplace office programs

WORK ENVIRONMENT

Listed below are key points regarding environmental demands and work environment of the job.

- Required to use motor coordination with finger dexterity (such as keyboarding, machine operation, etc.) most of the work day.
- Normal setting for this job is: office setting.