

Lead Worker – Facilities (UY4077)

Waste Reduction & Recycling Crew Leader

Job Overview:

The Waste Reduction & Recycling Crew Leader is responsible for the daily operations of collection of solid waste removal and assisting in the maintenance of all outdoor trash receptacles to ensure a clean campus environment. This position will also be responsible for coordinating with the contracted waste management company to ensure compactors, roll-off and front load dumpsters are routinely emptied.

Primary Duties and Responsibilities

The following duties are customary for this position, but are not to be construed as all-inclusive. Duties may be added, deleted and assigned based on management discretion and institutional needs.

- Serves as a working lead coordinating activity of employees engaged in duties pertaining to the removal of solid waste, recycling and surplus
- Responsible for ensuring a safe working environment throughout the facility for all employees
- Supervises the daily removal of all roll-off containers and 96-gallon carts for all events campus-wide
- Coordinates with the contracted waste management company to ensure compactors, rolls-off, and front-load dumpsters are routinely emptied
- Performs daily inspections of all dumpsters, trash compactors and recycling containers to ensure a clean and functional solid waste removal process
- Coordinates the solid waste and recycling needs for football games, move-in and move-out
- Operates heavy machinery for the mechanical transportation of dumpsters and containers campus wide
- Polices campus for debris and full receptacles
- Monitors and collects recyclables and solid waste from all outdoor receptacles on campus
- Washes trash cans, recycle bins and Victor Stanley cans
- Assists campus services with grounds related tasks to include, but not limited to, pressure washing, hardscape repairs and maintenance
- Monitor and work special event activities on campus such as football games, band festivals, etc.
- Train workers in all tasks & equipment necessary to perform their jobs to campus standards
- Confers with other supervisors to coordinate work activities with those of other departments/units
- Operates salt spreader and snowplow during snow removal
- Complies with all company safety and risk management policies and procedures
- Reports all accident and injuries in a timely manner
- Participates in regular safety meetings, safety training and hazard assessments
- Applies all applicable OSHA and related local safety requirements to all assigned work
- Operates and maintains University Vehicles and powered equipment
- May perform other duties and responsibilities as assigned

Experience:

- High School diploma, GED equivalency required
- Requires one year minimum experience in a related field
- Must be able to maintain status to drive University Vehicles (qualify for and remain eligible to be on the Approved Driver List)
- Must have experience operating heavy machinery such as backhoe, bobcat with forks and tow motor, truck and trailer, and understanding of hydraulic powered equipment

Knowledge/Skills/Aptitude:

- Knowledge of Single Stream Recycling methodologies as well as general knowledge of recycling and source reduction practices
- Operational knowledge of all machines & tools related to recycling, including small engine and hydraulic equipment
- Active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Ability to motivate, develop, and direct people as they work as well as identify the best people for the job
- Ability to monitor and assess performance of yourself, other individuals or organizations to make improvements or take corrective action
- Ability to provide the highest level of customer service skills to both internal and external customers
- Ability to communicate information and ideas by speaking clearly so others will understand, as well as the ability to read and understand information presented in writing
- Ability to manage one's own time and the time of others
- Possess basic computer skills, familiar with web/internet navigation, and willingness to learn and utilize new technology-based products as applicable
- Being reliable, responsible, dependable and able to fulfill obligations
- Being careful about detail and thorough in completing work tasks
- Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations
- Requires a willingness to take on responsibilities and challenges, as well as a willingness to lead, take charge, and offer opinions and direction
- Ability to accept criticism and deal calmly and effectively with high stress situations
- Adhere to all Sodexo policies and regulations

Physical Requirements:

- Ability to perform physical activities that require the employee to stand, walk, use hands to grip/move objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl; talk or hear and smell
- Ability to work near moving mechanical parts, being exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock and vibration
- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses
- Must be able to work some nights/weekends/holidays which will require occasional overtime
- Significant walking or other means of mobility
- Must be able to perform strenuous physical labor, which includes heavy lifting, carrying up to 40 lbs, bending, reaching, stooping, pushing and pulling

Working Conditions (may add additional conditions specific to defined work location):

- Requires long hours outside year round

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
(Employee's Name)

Manager _____ *Date* _____