



As a non-profit organization, Recycle Ann Arbor's mission is to develop and operate innovative reuse, recycling, and zero waste programs that improve the environmental quality of our community.

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**JOB TITLE:** MRF General Manager

**LOCATION:** 4150 Platt Rd., Ann Arbor, MI

**FLSA STATUS:** This position is Non-Exempt for purposes of federal wage-hour law.

### **Position Description Summary:**

The MRF General Manager is a senior leader responsible for overseeing the daily operations of a recycling process and will report to the Director of Operations. This includes development, training, adherence to and enforcement of all established safety procedures and protocols. Responsible for personnel management of all assigned facility staff including meeting production and quality goals. Leads facility reporting, AP/AR, vendors, commodities, basket value and inbound/outbound commodities shipments, etc. This position will require working in both an administrative office setting and outdoor tipping and warehouse processing environment exposed to inclement weather conditions. The required hours and physical demand may vary due to material processed, seasonal demand and facility capacity.

### **Essential Functions and Responsibilities:**

- Senior-level oversight of all MRF daily operations and assigned personnel
- Develops, trains, and enforces all established safety procedures and protocols
- Manages, trains and ensures compliance with Safety/OSHA/MiOSHA regulations and programs
- Leads training and re-training initiatives for all assigned personnel as required or at established intervals per safety protocols
- Leads departmental Safety Committee and co-leads organization Safety Committee
- Assess occupational and environmental safety hazards and effectiveness of controls and hazard reduction potential for all areas of the MRF.
- Manages site in a safe manner in compliance with all local, state, and federal regulations and company policies.
- Analyzes data, develops production schedules, processes and procedures to meet MRF production and quality goals
- Manages general facility reporting, AP/AR, vendors, commodities, basket value and inbound/outbound commodities shipments, etc.
- Manages MRF operating budget, participates in annual budgeting process, P&L



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and ongoing budget indicator dashboards. Continuously monitors operating budget and works with appropriate organizational personnel to deviations/abnormalities from annual budgets

- Develop initiatives to meet business objectives
- In conjunction with Human Resources, manages hiring, performs and conducts performance evaluations, monitors and tracks employee attendance, leads disciplinary actions/record keeping/meetings and staff recognition programs
- Provides senior leadership over inspections, maintenance, repairs and continuous functionality of MRF processing equipment and rolling stock
- Oversees management parts inventory, tools and supplies for processing equipment and rolling stock
- Leads the management of MRF supplies, uniform program, safety supplies (PPE), office supplies, basic cleaning supplies
- Oversight of general site/facility cleanliness and ensures daily housekeeping plan is followed in assigned areas and that all areas are cleaned effectively.
- Other duties as assigned

#### **Required Skills and Abilities:**

- Advanced knowledge of recycling plant operations and/or high-speed labor-based industrial manufacturing systems
- Must be able to work with high-level direction and be an independent self-starter.
- Ability to manage and lead a diverse workforce including, Processors, Sorters and Administrative staffs.
- Multi-tasking individual with the ability to keep several processes efficiently and safely progressing toward facility/organizational goals
- Strong mechanical aptitude with the ability to understand how the plant equipment operates in order to make appropriate system and component adjustments.
- Ability to work extended daily hours, weekends and/or holidays. Must be flexible to work various shifts to support operations and respond to emergencies or client requests.
- Excellent written and verbal communication skills to communicate effectively and professionally with internal and external customers.
- Above average organizational skills and the ability to prioritize departmental functions in order to meet due dates and deadlines.
- Advanced experience in Word, Excel, Gmail Suites, including functional ability in to utilize software knowledge for automated processes and data collection
- Ability to work effectively and efficiently both independently and be a senior leader in a team environment



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### **Education and Experience Requirements:**

- Bachelor's Degree and/or progressive high-level equivalent training in recycling production and/or high-speed manufacturing
- 5-7 years' experience leading recycling plant operations and/or high-speed labor-based industrial manufacturing systems
- Experience in the recycling industry preferred.
- Legally eligible to work in the United States.
- Advanced understanding of Safety/OSHA/MiOSHA regulations and programs
- Must possess proficient experience in Word, Excel, Gmail Suites, including basic computer knowledge for automated processes and data collection
- Must be able to read and speak the English language well enough to communicate, understand, and respond to questions, instructions, signs, signals, and safety training.
- Prefer familiarity with ANSI Z245.2- Stationary compactors- Safety Requirements
- Prefer familiarity with ANSI Z245.41- Facilities for the Processing of Commingled Recyclable Materials - Safety Requirements.
- Prefer familiarity with ANSI Z245.5- Baling Equipment - Safety Requirements for Installation, Maintenance, and Operation
- Must successfully complete pre-employment testing.
- Experience in managing a unionized production-based workforce

### **Physical Requirements:**

- Must be able to regularly work near or around high-powered magnets, which prohibits persons with pacemakers to be near or around them.
- Ability to lift up to 50 lb. unassisted at times Safely operate broom, shovel, rake, screwdriver, pliers and other non-mechanical hand tools
- Not sensitive to motion sickness or strong odors
- Must be able to stand for up to 12 hours a day
- Ability to work in all temperature conditions
- Ability to constantly bending and twist, reaching and grabbing with hands, walk up and down stairs several times per day, sit, stand, bend, climb, and squat
- Must have dexterity of hands and fingers to operate a variety of buttons and levers and use of feet to control pedals on equipment.
- May climb in and out of equipment; bending at the waist; reaching overhead, above the shoulders and horizontally; carrying; pushing and pulling.
- Work in confined spaces and in high work areas.



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**Working Environment:**

- Work outdoors and indoors, under such conditions as inclement weather, extreme heat, extreme cold, dust, and chemicals
- Subject to noise from equipment operation and strong odors
- Must wear appropriate required uniform and personal protective equipment.

I have read and reviewed the above job description in full and acknowledge that I can perform the functions of the job, with or without accommodations.

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Employee Signature

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Date