

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	CONVENIENCE CENTER COORDINATOR
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this job is to direct and coordinate activities and oversee the weekend operation of the Rutherford County convenience centers. Duties and responsibilities include supervising and training employees, overseeing and monitoring the assistant with the public with disposal of recyclable materials, directing separation of disposable/non-disposable materials, cleaning/maintaining compactor areas and recycle center facilities, operating compactors, monitoring content levels on containers, providing information and assistance, managing scrap electronic collection, dismantling large televisions, palletizing computers and televisions, loading pallets into semi-trailer, operating forklift, driving pickup truck to other sites to monitor container levels, pick up bicycles, and performing other tasks as assigned. Reports to Solid Waste/ Landfill Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Hires, supervises, directs, and trains assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee evaluations and re-training when necessary

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; develops work schedules to ensure adequate coverage; consults with assigned staff, assists with complex/problem situations, and provides technical expertise

Provides insight/input relating to problem identification, measurement, and resolution; designs methodologies for and conducts assessments of problems and remedies; communicates with administrative staff to formulate resolutions to problems arising with staff and/or citizens

Performs administrative tasks and has a general knowledge of office operations; answers telephones and radios, handles grievances by staff and/or citizens, prepares invoices to be paid, prepares requisitions for purchase orders, fills in for Administrative Assistant

Assists with development of departmental policies and procedures; develops work schedules to provide for shift coverage; processes staff timesheets and payroll documents; monitors schedules and shifts, and related records

Coordinates training activities for all employees; coordinates all aspects of initial training, continuing education, cross-training, specialized training, and career development training of staff

Schedules staff to open/close recycle center on scheduled days, following established procedures

General knowledge of solid waste regulations

Secures premises

Keeps all recycle sites clean of trash and debris on a daily basis

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Ensures staff assists the public with disposal of recyclable materials at recycle centers

Provides information and guidance concerning proper separation of refuse and disposal procedures ensuring that materials are not taken from recycle centers

Supervises the assessment of materials, and nature of materials brought into recycle centers and determines whether they are appropriate to be disposed of at recycle center

Ensures proper explanation options for disposal of hazardous materials, toxic materials, or otherwise non-disposable materials

Directs customers in the proper separation of disposable materials, and directs customers with non-disposable materials to landfill or elsewhere as appropriate

Monitors activities to ensure placement of materials into appropriate bins

Provides status reports pertaining to recycle center operations to appropriate personnel

Ensures the proper reporting of compactor gauge readings, damages, problems, or other matters

Ensures staff contacts truck drivers for pickup of full bins

Reports unauthorized dumping, accidents, damages, fires, or other problems to supervisor or other officials as appropriate

Oversees the operation of compactor to compact cardboard, performs minor hydraulic repairs as needed. Has a basic understanding of hydraulics, plumbing and electric systems.

Monitors operations and condition of compactor to measure level of contents, prevent overflowing of materials, and identify potential mechanical problems

Oversees the operation/maintenance and inspection of fire extinguisher to extinguish small fires as needed

Ensures the cleaning/maintaining of areas around recycle bins and compactors, recycle center building, and related facilities

Oversees and has a basic knowledge of various manual tasks associated with recycle center operations and maintenance, which may include picking up debris/litter, sweeping/raking ground surfaces, cutting grass, applying salt to road surfaces, lifting bins, spraying chemicals for weed control, using mower, line trimmer, chain saw, hedge trimmers, and other equipment as needed to maintain the lawns and landscaping at centers

Working knowledge of pickup locations throughout the county

Supervise and assist in weighing incoming and outgoing vehicles, dispatch trucks to appropriate location for pick-up, complete scales ticket using trade software, collect appropriate tipping fee for incoming waste, and balance cash drawer to daily receipts, ensuring waste is hauled efficiently

Supervises the operation of a variety of equipment, machinery and tools associated with department activities, which may include a pickup truck, forklift, tractor, compactor, weed eater, debris blower, fire extinguisher, shovel, rake, hose, broom, or vacuum cleaner

Keeps inventory of supplies in stock, which may include, gasoline, diesel, propane, packaging tape, pallets, Gaylord boxes, hand tools, power tools, shrink wrap, timecards and time sheets, schedule of part-time employees, and insures that the productivity level of work remains more than adequate

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Performs general cleaning/maintenance tasks necessary to keep equipment and tools in operable condition, which may include inspecting equipment, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning work areas

Inspects and monitors equipment operations and buildings on a regular basis to maintain efficiency and safety. Contacts appropriate department for repairs and reports any maintenance issues to Solid Waste Director

Delivers supplies, pickup bike and tanks, etc.

Directs traffic within recycle center as needed

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals

Prepares or completes various forms, reports, correspondence, logs, or other documents

Reports twice daily on the level of commodity in each container at all recycle sites

Collects money and issues receipts to customers for the money collected

Keep record of money and make deposit with the Solid Waste Department weekly

Receives various forms, reports, correspondence, hazardous materials identification guides, procedures, manuals, reference materials, or other documentation

Reviews, completes, processes, forwards or retains as appropriate

Communicates with supervisor, employees, other departments, customers, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Perform tasks on a computer with a basic knowledge of Microsoft Office products including Word and Excel; basic knowledge of applications/databases; performs tasks on office equipment to include printer, telephone, radio, etc.

Completes work at assigned work station determined by supervisor

Works hours as scheduled

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed

Performs other related duties as required or assigned

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by 6 months previous experience and/or training that includes basic supervision or progressively responsible work in recycling collection and disposal, manual work, or general maintenance work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Include judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to exchange information for the purpose of clarifying details within well-established policies, procedures and standards. Require the ability to interact with the public and fellow employees in a courteous and professional manner using verbal/nonverbal cues to include voice tone and mannerisms.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involve semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature extremes, machinery, traffic hazards, bright/dim light, toxic agents, disease, or pathogenic substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Monitoring center activity
Surface: Concrete, asphalt, carpet, tile, hardwood
Estimated Total Hours: 6 **Maximum Continuous Time:** 4

2. SITTING

Tasks: Office tasks
Estimated Total Hours: 3 **Maximum Continuous Time:** 3

3. LIFTING/CARRYING

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.	X				
11-25 lbs.	X				
26-50 lbs.	X				
51-75 lbs.			X		
76-100 lbs.				X	
>100 lbs.					X

4. PUSHING/PULLING

Tasks: Adjusting materials in containers
Objects: Rake, broom, or shovel
Height of hands above floor during push: 6 feet
Frequency: Daily

5. CLIMBING

Tasks: Adjusting loads or loading pallets onto semi-truck
Device: Containers and ladder
Height: 6 feet
Frequency: Daily

6. BENDING/SQUATTING/KNEELING

Tasks: Picking up trash, filing
Frequency: Daily

7. REACHING

Tasks: Adjusting loads, daily phone, filing and computer use
Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	Both	Hourly	1 minute	50 lbs.
21-36"	Both	Hourly	1 minute	50 lbs.

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	
Sharp Edges	X	
Vibration	X	
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	<u>70</u> % of time
Outside	<u>30</u> % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling	X	
Jumping	X	
Lying on Back	X	
Lying on Stomach	X	
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT, AND MATERIAL USED

computer, calculator, copy machine, telephone, office related items, shovels, brooms, grabbers, compactor, mower, weed eater, hammer, screwdriver, pliers, rock, and sand.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes		X	
Grasp	X		Hourly
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		Hourly



Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date