

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>YRC Working Crew Leader</u>
Sch & Grade	<u>CTL-8</u>
Class Code	<u>HN06</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

PRIMARY PURPOSE:

Supervises, directs, and participates in the daily operations at the Yardwaste Recycling Center. Provides direction and assigns work to site staff. Operates a variety of equipment necessary in carrying out the composting of yardwaste and reduction of wood wastes, and collection of recyclable materials. Responsible for customer service, product sales, user fees collection, cash management, and policy implementation and enforcement at facility.

SUPERVISION:

Under general supervision of the Collection Center Coordinator. Serves as lead person for a crew of equipment operators, equipment technicians, maintenance workers, recycling center attendants, contract and temporary employees and volunteers as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Leads, directs, participates in and supervises all on site activities and personnel relating to yardwaste composting, wood waste reduction, and recyclable materials collection.
2. Manages daily cash and non-cash transactions including material sales, user fee assessment and collection, and the proper handling, documentation, and deposition of money.
3. Responsible for customer service and maintenance of positive public relations for the facility.
4. Manages all operational resources safely, efficiently, and cost effectively.
5. Responsible for the maintenance and production of various reports, logs and schedules for the purpose of tracking materials, production, sales, equipment maintenance, customer data, participation, and staff activities.
6. Assigns daily tasks and projects to on site staff and monitors their progress.
7. Completes work schedules, approves leave requests, and maintains minimum staffing requirements to meet customer demands.
8. Responds to and reviews customer complaints, reports such complaints received and their resolution to appropriate personnel as needed.
9. Documents, reports, and maintains site compliance with DNR requirements as applicable.
10. Operates articulated wheel loaders, tub grinders, scarab windrow turners, trommel screens and comparable equipment.
11. Drives pickup trucks, dump trucks, flat bed trucks, and tractor-trailer trucks.
12. Reads and applies various operating and procedural instructions.
13. Responsible for site safety; serves as liaison to department safety coordinator.
14. Reviews and evaluates work performance of subordinate employees, may perform or assist the Collection Center Coordinator in conducting annual employee performance evaluations. Recommends disciplinary actions and participates in and makes recommendations regarding the hiring of crewmembers.
15. Informs Collection Center Coordinator and division staff of information critical to providing superior customer services and quality products.
16. Supervises and directs the work of the Assistant Equipment Technician assigned to the Yardwaste Recycling Center.

IMPORTANT FUNCTIONS:

1. Services and makes minor repairs to assigned equipment.
2. Maintains equipment and tools through proper care and maintenance.
3. Performs duties of comparable or lower positions as required.
4. Attends meetings, seminars, schools etc. as required.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, procedures, and equipment involved in the management of yardwaste and recyclable materials including composting, wood waste reduction, marketing, supervision, maintenance, and customer service.

Abilities

Follow oral and written instructions; effectively operate and supervise yardwaste composting site and the operation of equipment such as large articulated wheel loaders, windrow turners, tub grinders, trommel screens, dump-trucks, etc. as well as hand and power tools in a manner consistent with safety principles; operate vehicles and equipment with both standard and automatic transmissions; maintain operating records, logs, etc.; read and apply instructions; communicate effectively verbally; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

A minimum of three years experience in the operation of a yardwaste and/or recycling collection facility, or three years of demonstrated experience in customer relations and/or cash management with some small group supervision or leadership experience. Experience in the operation and/or maintenance of yardwaste composting equipment including front-end loaders, windrow turners, tub grinders, trommel screens and dump trucks is preferred.

Physical Requirements

Performs bending, squatting, crawling, climbing, twisting, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds and/or pushes and pulls up to 150 pounds as required; holds and grips objects; subject to working in awkward positions and periods of prolonged walking, sitting, or standing.

Working Environment

Primarily outdoors with exposure to dust, pollen, and a variety of extreme weather conditions; susceptible to mechanical and electrical hazards due to equipment and wiring; may be exposed to hazardous chemicals, safety hazards due to traffic, and when assigned to the landfill exposure to disease; subject to constant and extreme noise, poor lighting and ventilation, fumes, odors, and confined spaces.

Licensing/Certification

Must possess at minimum a valid Class “B” Commercial Driver’s License (CDL) with appropriate endorsements. Must obtain and maintain a Compost Site Operator certificate or equivalent within the first year of employment.

Miscellaneous Requirements

Subject to weekends, a variety of shifts, & emergency call-in; some assignments require occasional to regular overtime; must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws.

Last Revision:	February 22, 2012	GENERAL ORDINANCE NO. 5278
Comments:	Updated Abilities	Date June 16, 2003

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____