



## Job Description

### Project Manager, Recycling & Operations

Updated: 8/24

<b>Job Profile:</b> Project Manager, Recycling & Operations	
<b>Department/Program:</b> Education <b>Reports to:</b> Associate Executive Director <b>Job Details:</b> Exempt, Salary, Semi-monthly, Permanent <b>ACA Full-time Status:</b> Full-time <b>Benefits Eligibility:</b> 401(K), Medical, Vision, Dental <b>Accruals:</b> Employee <b>Compensation Range:</b> fixed rate at \$65,560 a year	<b>EEO-1 Component 1 Job Category:</b> First/Mid Offs & Mgrs <b>Six-Level SOC Job Code:</b> 11-3121 <b>FourDigit Census Code:</b> 0136 <b>Workers Comp Code:</b> <b>Full Time Equivalent (FTE):</b> 1 <b>Scheduled Hours:</b> 86.667
<b>Job Summary</b>	
<p>The Project Manager, Recycling &amp; Operations, works alongside our education, special projects, and immigration departments to oversee ELF's new recycling program and support day-to-day operations. The new recycling program will include onsite recycling, community outreach, facility operations, and education programs &amp; advocacy - providing services in both English &amp; Spanish. This role will support ELF's day-to-day operations related to facilities and vehicles, working behind the scenes to ensure the health and safety of facilities for clients, employees, and non-employee staff.</p>	
<b>Knowledge, Skills, and Experience:</b>	
<ul style="list-style-type: none"> <li>● High school diploma or GED</li> <li>● US work authorization</li> <li>● Valid driver's license and comfortability driving large vehicles as a daily part of the work duties</li> <li>● Proven ability to prevent, respond to, and solve problems independently</li> <li>● 2 years or more of work experience in customer service, maintenance, and/or non-profit-related programming</li> <li>● ability to work with people of differing abilities, backgrounds, and language needs.</li> <li>● English/Spanish bilingual &amp; bi-literate preferred.</li> <li>● May require class B license</li> </ul>	

#### **Performance Area: Waste Reduction and Recycling Program (75% of job duties)**

##### **Program Operations**

- Facilitate community recycling centers per funding requirements.
- Provide customer service and technical support to clients accessing recycling services in both English and Spanish as needed.
- Oversee non-employee staff as they perform tasks related to sorting, cleaning, disposing of items, etc.
- Oversee recycling drop-off programs to ensure compliance with community ordinances.
- Provide direct & indirect supervision to employees, non-paid staff, and volunteers.
- Review customer requests for service to determine service needs and deploy appropriate resources to provide service.
- Train employees, non-paid staff, and volunteers on safety, solid waste processing, or general recycling operations.
- Inspect the physical condition of the recycling or hazardous waste facility for compliance with safety, quality, and service standards.
- Coordinate recycling materials' shipments, pickup, or delivery with shipping brokers or processing companies.
- Operate recycling processing equipment, such as sorters, balers, crushers, and granulators, to sort and process materials.
- Operate forklifts, skid loaders, trucks, or vehicles to move, store, or dropoff recyclable materials.
- Schedule movement of recycling materials into and out of storage areas.
- Oversee campaigns to promote recycling or waste reduction programs in communities or private companies.

- Coordinate recycling collection schedules to optimize service and efficiency
- Develop community or corporate recycling plans and goals to minimize waste and conform to resource constraints.
- Make presentations to educate the public on recycling or the environmental advantages of recycling.

#### **Program Reporting**

- Work with organizational leadership to set goals for waste reduction & recycling internally to support ELF staff
- Collaborate in overseeing waste reduction & recycling grant deliverables & program outcomes, evaluating effectiveness, and adapt programming to increase participation and overall effectiveness

#### **Equipment Purchase, Use, and Maintenance**

- Vehicle purchase and monthly maintenance
- RVM machine purchase and installation, including routine and as-needed maintenance
- Partner with 24-hour security company for the safety of vehicles, buildings, and equipment
- Transportation of equipment to and from assigned locations as needed

#### **Educational Materials**

- Create accessible training materials to support Elf's campus's waste reduction and recycling program.
- In collaboration with other ELF staff - develop age-appropriate, engaging educational materials to provide outreach, community support, and educational staff

#### **Workshops & Events**

- Facilitate engaging events that promote the waste reduction and recycling program
- Provide information and referral services for other elf services

### **Performance Area: Facility Upkeep & Maintenance (25% of job duties)**

#### **Facility Vehicle Upkeep, Maintenance, & Compliance**

- coordinate facility maintenance and improvement projects according to deadlines
- oversee vendors for cleaning, maintenance, landscaping, pest control, etc.
- act as the point of contact for alarm systems and security cameras during and outside of working hours
- communicate with local law enforcement to prevent and mitigate vandalism or property destruction as appropriate

#### **Vehicle Upkeep, Maintenance, & Compliance**

- coordinate routine cleaning & preventative maintenance, including car washes, oil changes, interior detailing,
- oversee maintenance needs & reservation process
- facilitate new driver & vehicle use training

#### **General Operations Support**

- complete routine maintenance & operations tasks to support program service areas across ELF
- Other operations tasks as assigned include moving furniture, fixing non-tech equipment, coordinating with operations contractors, etc.

### **Job Conditions, Accommodations, and Acknowledgements**

#### **Work Environment & Conditions:**

- Physical Space: when performing administrative tasks, they will work in a shared, open office space with a designated workspace and issued work computer for in-office administrative tasks. when performing physical tasks, they will be exposed to outdoor temperatures & elements, outdoor noises in an urban environment
- Company Culture: a collaborative, multilingual staff supporting different organizational functional needs.
- Team Dynamics: works independently in day-to-day tasks, and works collaboratively alongside other staff, volunteers, contractors, or interns to support evolving community outreach & support needs.
- Travel - some travel may be required to deliver recycling, pick up equipment, attend trainings, etc.

#### **Physical Requirements**

- Must be able to lift up to 50 pounds and push up to 75 pounds (on wheels).
- Must hear staff on the phone and those served in person and speak clearly to communicate information to clients and staff.
- Must be able to read memos, computer screens, personnel forms, and clinical and administrative documents.
- Must have high manual dexterity.
- Must be able to reach above the shoulder level to work, must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn.

**Work Environment Accommodation Request** - Please describe the job duties that require work environment accommodation.

ELF can request a medical confirmation of the need for the requested accommodation.

Please note that any listed work environment accommodation request will undergo an interactive process that involves you (as the employee) and ELF leadership in determining a workable solution.

Use this space to request a work environment accommodation.

I have received a copy of my job description, and I have read and understood the job requirements, responsibilities, and expectations outlined in this job description.

I attest that I can perform the essential job functions as outlined:

- with reasonable accommodations.
- without any reasonable accommodations.

Name (Print):

Signature:

Date: