



Position Description

Position Title:	Recycling Center Manager		Position #:	849
Working Title:	Recycling Center Manager		CS Status:	Classified
Division or Unit:	Environmental Health		Reports to:	EH Director
Employment Status:	Full Time	Pay Grade:	R3	FLSA Status: Non-exempt
Funding Source:	Recycling Center Fund			
This position description was last approved by the Board of Health on:			August 26, 2019	

Position Summary: Responsible for the daily operation of the City of Canton Recycling Center. Assists in nuisance complaint investigations and nuisance abatement activities. Works under general supervision of the Director of Environmental Health. Requires knowledge of environmental health science; state, local, federal laws and agency policies; rules and regulations pertaining to environmental health science issues. Maintain hours of operation at the Recycling Center, maintain records, supervise subordinate recycling center staff, maintain recycling center in a clean and orderly fashion. Assist environmental health staff in nuisance investigations and nuisance abatement.

- Essential Duties and Responsibilities:**
- 70%
 - Assist in the removal, storage, sorting, and packaging of recycled material, including household hazardous wastes.
 - Ensure proper packaging of materials in compliance with regulations relative to the storage and removal of recycled materials from the center.
 - Maintain center in a clean and orderly manner.
 - Supervise subordinate recycle center staff.
 - Maintain proper records and documentation.
 - 25%
 - Record observations to assist in nuisance investigations.
 - Assist in removing materials to abate nuisance conditions (property clean-up).
 - 5%
 - Other duties as assigned.

Other Duties and Responsibilities:

- May occasionally supervise municipal court offenders assigned to community service.

- Minimum Qualifications:**
- Graduated from an accredited high school or GED.
 - Maintain a valid Ohio driver's license.
 - Ability to use email, Microsoft Word, Microsoft Excel and data systems to track information and data.
 - Ability to read and understand material safety data sheets and hazard documentation.

- Preferred Qualifications:**
- Experience with solid waste recycling, household hazardous waste, and spill containment.
 - Experience in directing activities of subordinate staff.

- Key Competencies:** The following Council on Linkages Core Competencies (Adopted June 2014) for this position include all Tier 1 competencies for each of the following domain areas:
- Analytical/Assessment Skills: 1A1, 1A4, 1A5, 1A7, 1A8, 1A10, 1A14
 - Policy Development/Program Planning Skills: 2A1, 2A2, 2A3, 2A4, 2A6, 2A7, 2A8, 2A9, 2A10, 2A11
 - Communication Skills: 3A1, 3A2, 3A3, 3A4, 3A5, 3A6, 3A7, 3A8



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- Cultural Competency Skills: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4A7
- Community Dimensions of Practice Skills: 5A1, 5A2, 5A3, 5A4, 5A5, 5A7, 5A9,
- Public Health Sciences Skills: 6A1, 6A2, 6A6,
- Financial Planning and Management Skills: 7A1, 7A2, 7A3, 7A5, 7A6, 7A7, 7A9, 7A10, 7A11, 7A12, 7A13, 7A14
- Leadership and Systems Thinking Skills: 8A1, 8A2, 8A3, 8A4, 8A5, 8A6, 8A7, 8A8, 8A9

Canton City Public Health has adopted Organizational Competencies that all employees are expected to achieve, of which the following are for this position:

- Customer Focus: 1A1, 1A2, 1A3, 1A4, 1A5, 1B1, 1B3, 1B4
- Accountability: 2A1, 2A2, 2A3, 2A4, 2A5, 2A6, 2A7, 2A8, 2B1, 2B2, 2B3, 2B4, 2B5, 2B6, 2B7
- Equity, Ethics and Fairness: 3A1, 3A2, 3A3, 3A4, 3A5, 3B1, 3B5, 3B6
- Continuous Quality Improvement: 4A1, 4A2, 4A3, 4A4, 4A5, 4A6, 4B1, 4B2, 4B3, 4B4, 4B5, 4B6
- Occupational Health and Safety: 5A1, 5A2, 5A3, 5A4, 5A5, 5A6, 5B1, 5B2, 5B3, 5B4
- Emergency Preparedness: 6A1, 6A2, 6A3

Work Environment: The selected applicant must be able to work in an environment. Frequent exposure to weather including heat and cold. Physical work, including the ability to lift 50 pounds. Operation of small equipment, including a forklift or loader.

Approval: This position description was approved by the Board of Health on: **August 26, 2019**

Revision History: Dates of prior approved versions: May 21, 2018, May 20, 2019

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name