



JOB TITLE:

Recycle Ann Arbor Recovery Yard Site Manager

LOCATION:

Recycle Ann Arbor, Recovery Yard, 7891 Jackson Rd., Ann Arbor, MI

FLSA STATUS:

This position is exempt for purposes of federal wage-hour law.

JOB DESCRIPTION:

Under the direction of the CEO, the Site Manager will ensure outstanding customer service, efficient hauling of containers and material, effective material processing, excellent equipment maintenance, and full compliance with all regulatory agencies. The Site Manager is a role model and leader, advancing Recycle Ann Arbor's goal of maximizing the recovery of materials from construction and demolition waste.

Duties include, but are not limited to, the following:

- Management of day-to-day operations
- Ensure compliance with DOT, DEQ, SARA, Michigan Waters (Stormwater), OSHA, Heavy Vehicle Taxes and any other regulatory agencies, including company safety practices.
- Set annual budgets and track revenue and expenditure throughout the year
- Oversee various municipal service contracts.
- Work with the Drop Off Station Manager to maximize efficiencies for both departments
- Working with the onsite supervisor train, evaluate, and counsel UAW and non UAW employees. Work to maximize the working environment for employees.
- Conduct annual employee reviews, set performance goals and track progress
- Oversee equipment maintenance.
- Maximize diversion with the correct handling of materials. Track and distribute diversion rate.
- Conduct timely inspections in line with agreed procedures.
- Complete monthly sales reports and work with Dispatch and the Marketing Director to increase sales
- Assist with cashier oversight, cash handling, drawer reconciliation, and proper delivery of revenues to office safe.
- Complete opening and closing procedures, as assigned.
- Maintain the Recovery Yard to maximize customer comfort, safety, and ease in unloading material.
- Handle and resolve various customer issues. Work with the community to meet needs and build relationships.

JOB REQUIREMENTS:

The successful candidate must possess the following job requirements:

- Ability to frequently lift 50 pounds.
- Ability to work within and contribute to a teamwork environment.
- Ability to communicate with a diverse customer base; have exceptional, demonstrated customer service skills.
- Be flexible and adaptable to change.
- Must possess a valid Michigan Driver's License (chauffeur or CDL license preferred).
- Competent in Microsoft office.

Preferred skills and experience

- Experience managing or supervising a transfer station, or roll off container business and associated DEQ requirements
- Experience in a union workplace
- Certified Storm Water Operator
- Familiar with SARA Tier II reporting
- Experience with DOT regulations, Weight Restrictions, Licensing Trucks, 2290 etc
- Computer literate, experience with accounting software, report writing in excel and word, and dispatch software

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