

# Operations Manager Posting

Our Operations Manager is directly responsible for safe, efficient and profitable operation of processes and services at Diversified Recycling (<http://diversifiedrecycling.com/>). The Operations Manager will oversee and be responsible for all tracking of incoming material, processing, testing and recycling through the implementation and sustained usage of a mass balance accounting system of controls. The Operations Manager will also be responsible for administrative support functions and personnel for the Orlando, Florida location. This individual will maintain and monitor production performance, administer regulatory compliance and safety procedures and programs in accordance with all federal, state and local requirements up to and including E-Steward 2.0 Standards, R2 2013 Standards, ISO14001 & OSHA 18001 Standards. Operations include electronics recycling, electronics testing and refurbishment & data security.

**Essential Duties and Responsibilities:** *This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by this position.*

- Keeps, both, management and warehouse personnel informed of all activities, updates, and significant problems and/or concerns; while, fostering and maintaining an open line of communication for consistent information sharing.
- Monitors employees' performance, behavior, and attendance to ensure adherence with all Company Policies and EMS, OSHA and Health and Safety Standards.
- Documents and communicates employee discrepancies with management and administers disciplinary action on behalf of management.
- Communicates departmental and organizational goals, and identifies opportunities for improvement.
- Administers training and planning sessions and performance reviews on behalf of management.
- Resolves both internal and external issues and problems in a timely and professional manner, on behalf of management.
- Schedules and assigns work assignments by way of overseeing daily operations of the facility and supervising the recycling facility's daily clean-up, and upholds company policies and standards in all areas.
- Schedules movement of recycling materials into and out of storage/staging areas and coordinates shipment of materials with management.
- Assists in maintaining record logs for recycling materials, both, received and shipped for various processing companies completes loading bills of lading and statements of shipping records, and customer receipts and assist for further developing processes, as requested and needed.
- Monitors incoming loads while leading the sorting, separating, and palletizing of materials, as directed while adhering to standard operating procedures.
- Closely monitors the cultivation of a profitable, sustainable company.
- Occasionally may be required to operate a variety of light and heavy equipment to include, but is not limited to, forklifts, trucks, pallet jacks.
- Occasionally may be required to box trucks, 53' trailers and shipping containers.

- Performs duties of subordinates and other duties as needed.

### **Supervisory Responsibilities:**

Responsible for administering all tangible supervisory employment actions on behalf of management while remaining in compliance with all of Diversified Recycling Policies and Procedures and Manuals while adhering to all applicable laws and regulations. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; administering rewarding and disciplining of employees; and addressing complaints and resolving problems.

### **Knowledge, Skills, and Abilities:**

- Must successfully pass a drug/alcohol test and background investigation.
- Must possess and maintain a valid Florida Driver's License with the ability to meet Business Corporation liability insurance requirements and maintain eligibility in order to drive in the performance of job duties.
- Must be knowledge of the operation and routine maintenance for recycling equipment, vehicle and safety practices and methods for processing recycling materials, and basic recordkeeping.
- Must be able to establish, maintain, and foster effective working relationships with clients, to include internal and external guests.
- Must be able to communicate, in writing and verbally, in English and in an effective, informative, and professional manner and be able to defuse hostile situations with ease and tact.
- Must be able to perform basic mathematics to include, but is not limited to, adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals.
- Must possess moderate computer skills and be able to operate Microsoft applications and software.
- **Must possess and demonstrate well-developed interpersonal and communication skills while exhibiting motivational, confidence, intelligence, leadership and teamwork characteristics.**

### **Educational Requirements:**

- Bachelor's Degree and/or 4 years of experience in the electronics recycling industry at a supervisory level and demonstrate the ability to grasp management concepts consistent with ensuring a streamlined efficient operational flow of processing

### **Experience Requirements:**

- Electronics Recycling Operations management experience with an E-Steward Certified, or R2 Certified, ISO 14001 and OHSAS 18001 Company is preferred but will evaluate experience in other fields.

### **Physical Requirements:**

The physical demands and environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Must be able to sit, stand, and walk for extended periods of time.
- Must be able to use hands and fingers to reach, hold, type, handle, and/or feel objects.
- Must be able to talk and hear.
- Must be able to frequently reach, bend, grasp, stoop, kneel, crouch, and/or crawl.
- Must be able to frequently and regularly utilize vision.
- Must be able to maintain balance while walking on uneven surfaces.
- Must be able to lift and/or move up to 75 pounds

**Working Environment:**

Work is generally performed in a warehouse setting which frequent exposure to dust, broken objects; therefore the use of Personal Protective Equipment (PPE) is required at all times. Additionally, working with and/or around light machinery and broken objects is frequently expected, as a result loose fitting clothes and jewelry are not permitted while on duty.