City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Material Recovery Facility (MRF) Operations Chief</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>MROC</td>
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<tr>
<td>Bargaining Unit:</td>
<td>AFSCME</td>
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<tr>
<td>Pay Grade:</td>
<td>SW06</td>
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<tr>
<td>Date Revised:</td>
<td>7/21/2022</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position oversees programs and conducts operational activities for the Material Recovery Facility (MRF) processes.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Assists with morning tailgate meeting. Prepares daily operator schedule to coincide with plant operations.
- Prepares and maintains operations reports in timely manner by inputting data information into logs and computerized databases; to include but not limited to tracking of load inspections, recyclable quantity estimation and quality assurance inspections (contamination).
- Operates plant controls and rolling stock equipment to include forklifts, loaders, roll off trucks and semi-truck trailers (as required).
- Communicates equipment problems and issues to the Material Recovery Supervisor and Maintenance staff. Provides potential solutions for resolution of problems or issues.
- Conducts or supervises operational tests of equipment. Note defects on Inspection Log Sheet.
- Supervises shipments of recyclables and compost. Oversees quality control on recycling and compost operations.
- Assists with monthly safety meetings.
- Adheres to a 24/7 safety culture.

Qualifications:

Education and/or Experience:

High school diploma and five years related experience and/or training as an operator using computerized control operations, to include three years in a lead worker or supervisory role.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota Class A Commercial Driver’s License (CDL).

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

Physical Demands:

The physical demands 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 functions.

The physical demands 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 functions. While performing the duties of this job, the employee is regularly required to talk or hear and smell. The employee is frequently required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.