



Recology is a leader in the resource recovery industry. We provide services throughout California, Nevada, and Oregon, including collection, transfer, disposal, landfill management, composting, and recycling. We are the largest employee-owned company in our industry and our success has stemmed from the dedication of our employees, the service we provide to our customers, and our genuine concern for a sustainable environment.

**Recology Portland Inc.** in Portland, OR is currently looking for a **Operations Manager 1**.

**The Operations Manager's essential duties and responsibilities include the following:**

- Supervises employees. Assigns employees to balance workloads. Monitors work to ensure efficient and effective operations.
- Inspects all working areas and equipment regularly to identify opportunities for improving the safety of employees and the public.
- Handles and resolves any service related issues.
- Maintains equipment preventive maintenance program.
- Investigates and reports accidents and injuries and other incidents.
- Keeps records of operations and submits reports as directed.
- Prepares or assists in preparing budgets and plans for equipment and staffing.
- Assist General Manager in planning operations. May fill in for General Manager in public contacts, community activities, and Company activities.
- Other duties may be assigned.

**Qualified candidates will have:**

- Manages the work of 5 or more subordinates, with full management authority.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- This position functions under management direction, general practice and policy, receiving only intermittent management review.
- Requires 4 years experience in garbage and/or recycling industry, with 2 years in supervisory role.
- Knowledge of detailed and varied procedures common to garbage and recycling industry.
- Must read, write and speak English well. Basic math skills.
- Valid Class B license required.

If you meet the qualifications of this position and are interested in applying, submit your resume, cover letter, and salary requirements to:

Stefanie McLean

Recology Oregon Recovery

6161 NW 61<sup>st</sup> Avenue, Portland, OR 97210

Email: oregonrecruitment@recology.com Fax: (503) 226-4902

When applying, please refer to **Operations Manager - Requisition #59230** in your correspondence.