

Job Description  
Working Operations Manager

Division: Recycling	Pay:
Reports To: Operations Manager	Effective Date:

**Core Values Statement:** Each and Every Team Member **MUST** help Define who we are as a Company. As a Company, we seek Good Honest People who have a desire to succeed each and everyday, no matter how small or large the task. Working as a team, we provide our customers (internal and external) and stakeholders with outstanding service, respect and doing our part to make them successful in their journey.

**The Role:** Lake County, IL company is seeking a Working Operations Manager to run its recycling and hauling operation. The ideal candidate is a “jack-of-all-trades” who can successfully manage people and processes as well as operate a variety of heavy equipment and has basic knowledge of equipment maintenance. The Working Operations Manager will ensure safe operations while optimizing efficiency in the yard operations. The position will have full oversight over the recycling and yard operation. The Working Operations Manager will report directly to company leadership team.

The Working Operations Manager will meet with leadership weekly to discuss progress of the yard, improvement in operations and overall report on operations. The weekly meetings will discuss issues and help create solutions for better efficiency at the yard. The Working Operations Manager will be asked to provide ideas and solutions to improve efficiency.

The position will be responsible for the upkeep of the entire Yard, all equipment, outgoing materials and operations.

**Responsibilities:**

- Responsible for maintaining company core values
- Responsible for hiring, leading and training employees, holding employees responsible for performance of their duties
- Train entry level workers in safe operations
- Responsible for ensuring that all yard personnel wear protective safety equipment at all times
- Operate and oversee equipment operation equipment, pre/post trip inspections, coordinate maintenance
- Responsible for day to day operations and goals
- Manage materials at the yard and directing outgoing materials
- Communication with Scale House on outgoing material needs

- Communication with Scale House on incoming load contents and identification of unacceptable materials
- Manage and motivate the yard workforce ensuring efficient use of time available
- Responsible for ensuring personnel in equipment is properly trained and approved to be in equipment
- Ensure that all yard equipment is being properly maintained by operators
- Weekly meetings with team
- Weekly Meetings with Leadership
- Responsible for ensuring start up and shut down procedures are accomplished daily
- Be the first point of contact for all yard personnel on all grievance and disciplinary matters and assure that upper management and/or ownership is informed accordingly
- Communication with ownership and/or operations manager in regards to yard priorities

***Requirements:***

- Ability to thrive in constantly changing chaotic environment
- Minimum 3 years operating heavy equipment with at least 1 year having management responsibility
- Ability to multi-task and organized
- Exceptional Communication and Leadership skills
- Positive attitude, self-motivated and high energy
- Team player
- Works well with others

***Job Type:***

- Full-Time
- Part of the management team
- Reports to Operations Manager and/or Ownership

Employment is contingent upon successful background check and drug screen.