

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Sustainability Foreman	<u>CLASS NUMBER:</u> 30402	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N11	<u>POSITION CONTROL #</u> 030019
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 7:30 AM – 4:30 PM	<u>SUPERVISOR (PCN):</u> Trades Manager (030046)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Dock Worker (030020, 030021)		

CLASSIFICATION PURPOSE:

The primary purpose of the Sustainability Foreman classification is to oversee the day-to-day operations of the staff and sustainability section which is a 24/7 operation.

JOB DUTIES:

Oversee and plan work for sustainability staff. Train and develop staff. Assign daily tasks. Drive vehicles as needed to outlying facilities, scrap yards and other recyclers. Oversee recycle, salvage and scrap materials. Load and unload file boxes onto trucks, dollies and shelving. Push large carts and collect recycling (paper and other materials) from county agencies in downtown complex. Collect recycling from outlying facilities. Load and move furniture and equipment on dollies and onto trucks. Move cardboard and load into compactor. Remove trash and clean outdoor areas at government complex, as required. Review and insure work orders and assignments are completed. Maintain required documentation for personnel and operations. Coordinate with internal and external department regarding jobs. Communicate with agencies and supervisors. Control inventory and supplies. Inspect division’s vehicles and other vehicles before use. Report maintenance requirements or handle through fleet management. Operate van and trucks. Transport workers, equipment, and materials. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; supervision; safety practices; agency policy and procedures. Skill in equipment operation. Ability to recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals and percentages; recognize safety warnings; complete routine forms; maintain accurate records; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contact with officials and general public; demonstrate strength to lift up to 75 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED plus 12 months related experience; or any equivalent combination of training and experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate work, provide instruction, maintain department standards, recommend discipline or discharge, and to act on employee issues.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date