

**Oldham County Fiscal Court  
Recycling Center Manager**

Oldham County Fiscal Court is accepting applications for a full time Recycling Center Manager. Duties include but are not limited to: Supervising an inmate work detail crew at the recycling center, overseeing some debris pick-up and related programs. Must have valid driver's license and be experienced in the operation of a forklift, baler and hydraulic floor jack. Experience with trash compactor a plus. Must also be able to work on weekends. Please submit completed applications by April 21, 2016.

Applications should be submitted to: Oldham County Fiscal Court  
HR Manager, Tina Schaaf  
100 West Jefferson, Suite 4  
LaGrange, KY 40031

Applications and additional information regarding the position are available on the County website at [www.oldhamcountyky.gov](http://www.oldhamcountyky.gov)

Oldham County Fiscal Court is an Equal Opportunity Employer and a Drug-Free Workplace.

**Job title:** Recycling Center Manager  
**Department:** Maintenance  
**Reports to:** Maintenance Director  
**FLSA Status:** Non-exempt  
**Salary Grade:** 28  
**Salary Range:** 30,749.09      39,972.56      49,196.03  
**Approved by Fiscal Court:** 01/19/2016

**SUMMARY** Responsible for the safety of inmates and transporting of inmates to and from work assignments. Daily supervising of the work detail. Performing work assignments in Oldham County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Include the following. Other duties may be assigned.

Supervises and trains recycling work detail consisting of 2-5 inmates daily

Keeps Recycling Center clean and organized

Collects all roadside litter pick up as needed

Collects all recyclables from schools per weekly schedule, as needed

Identifies and resolves problems in a timely manner and suggests ways to enhance the program and improve productivity.

Responds to unexpected issues that arise on the job and makes practical decisions.

Trains inmates on safety and the proper way to complete work details given

Keeps daily records on work detail program and tasks given daily.

**SUPERVISORY RESPONSIBILITIES**

Daily work crew consisting of 3-5 inmates

**QUALIFICATIONS**

High school education, Valid driver's license

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is required to communicate with the general public and various government organizations. The employee must be able to traverse difficult terrain.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.