



RENUoil of America, Inc. TM

Field/Operations Management Job Classification Sign-Off

Department: Operations
Reports to: COO
FLSA Status: Non-Exempt

Position Summary: Highest level of Operations are Executive Operations Management; this level of management oversees the entire field (including fleet and warehouse). (Zone-Manager) manages the supervising, transportation and processing of nonhazardous waste and recyclable materials and oil filtration division.

Assistant Operations (Zone- Manager) and Supervisors manage the recycling division along with the Dock Managers.

All Operations must enforce quality control and ensure production goals are met in an efficient manner by managing the processing of materials at 30-plus locations. Accomplishes department objectives set forth by the company. Oversees and performs various tasks, including driving, operating mobile and processing equipment and directing operations and supporting documentation activities. Maintains timely and accurate records. Attends management meetings. Ensures a safe and secure working environment and adherence to company and property policies and procedures.

Essential Duties and Responsibilities:

- Executive Operations Managers must oversee the entire field and manage the entire Operations Team which include warehouse and fleet; inspect warehouse and yard to ensure that it is clean and that the shift prior also left it clean, report sanitation or safety issues immediately.
- Executive Operations Managers are responsible for the schedule of all managers and supervisors.
- Executive Operations Managers must approve all work order.
- Executive Operation Managers must project management for all 30 plus locations.
- All managers and supervisors must report directly to Executive Operations Managers.
- Zone Managers oversee AZM's / DM's while managing at 30 plus properties; must attend weekly property and hotel/casino meetings.
- Supervisors directly manage Dock Managers and recyclers/oil technicians.
- Account Reps will supervise specific properties(s)/HUBS
- Promote increased production while ensure proper tracking is occurring.
- Check safety switches on balers, compactors, and forklifts daily.
- Take Daily counts of all productions; 24-hour close-outs; complete and review all Chain of Custodies; enter weights into Teams Bale Tracker
- Keep track of Daily Manager Notes; daily electronic submittal of Property updates via Teams.
- Enforce PPE, Covid-19, Safety Policies, Employee Handbook Policies, and all other Company/Hotel Policies
- Complete Daily Walk-through of Casino kitchens and outlets; update filtration signs daily
- Ensure that DM's complete daily electronic DM forms & weekly asset forms

- Check and Monitor Squeegees, Rakes, Push Brooms, Four-Ways, and all other equipment/supplies; ensure that employees have access to PPE, supplies, first-aid kits & timely order supplies as need
- Attend weekly/biweekly mandatory meetings, train supervisors, and have periodic meetings with Properties/Hotel Clients; complete required training on safety, harassment, defensive driving, etc. as often as needed.
- Call in open-tops, compactors, and all other service provider bins/totes.
- Loading, unloading and moving heavy materials (i.e., each bale moved may weigh an upward of 900 lbs.); transfer Bags, Bales and recyclables from all Properties as needed
- Must be forklift certified and know how to operate an industrial forklift.
- Must wear all company PPE, masks, proper attire, and uniform at all times.
- Complete daily inspection logs before and after usage of each company vehicle electronically via Encore App
- Maintain clean driving record; specific requirements are set forth in employee handbook.
- Must use Bluetooth, wear a seat belt, and drive the speed limit at all times.
- Conveys materials to or from storage or work sites to designated area, using a truck or other device.
- Counts, weighs, and records number of units of materials moved or handled on COC; ensure that they have inventory numbers on them.
- May occasionally operate industrial truck or industrial vehicle to assist in loading or moving materials and products.
- Report callouts and complete Teams call-in forms.
- Assist employees with completing electronic forms via website.
- Manages confidential information.
- Regular and consistent attendance.
- Other duties as assigned.

Requirements for Educations and/or Experience:

- High School Diploma or equivalent.
- Must have a valid driver license with a clean driving record.
- Operations and supervisory experience.

Specialized Knowledge, Skill and Experience:

- Knowledge and working experience with stationary equipment such as shredders, extruders, compactors, balers, forklifts, trucks, air compressors and general bulk liquid/solid material vessels. Practical application of computer-generated data and production reports.
- Demonstrate an understanding of necessary equipment maintenance and general upkeep of facility.
- Solid verbal and written communication skills, with ability to train and motivate others.
- Thorough understanding of recycling processes and policies.
- Ability to handle multiple responsibilities, task-oriented projects and details simultaneously.
- Ability to recognize safety hazards and take immediate action to correct.

Abilities:

- Ability to operate a forklift and industrial trucks or vehicle.
- Proficient in operation of phone systems, office equipment and software.

- Ability to work independently and collaboratively.
- Maintain confidentiality.

Requires physical stamina for repetitive movement, standing, walking, bending, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines.

Requires exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, and unpleasant odors and/or loud noises. While performing the duties of this position the Operations (Zone-Manager) will be exposed to moving and mechanical parts. Considerable physical activity such as heavy lifting, pushing and/or pulling of objects. Work environment involves some exposure to hazards or physical risks with require following safety precautions. Job tasks are performed in close physical proximity to other people.

Employee Acknowledgement

I have received, reviewed, and understand my position responsibilities and the essential functions of the position. I understand that my work schedule, job responsibilities, work environment, knowledge, skills, and abilities may be amended based on business need and management discretion.

I understand that employment is at-will. This means that employment may be terminated for any or no reason, with or without cause or notice, at any time by the employee or the employer. Nothing in this or in any other document or oral statement shall limit the right to terminate employment at will. No supervisor or manager has any authority to enter a contract of employment -- express or implied -- with any employee.

Except for employment at-will, terms, and conditions of employment with the employer may be modified at the sole discretion of the employer with or without cause or notice at any time. No implied contract concerning any employment-related decision or term, or condition of employment can be established by any other statement, conduct, policy, or practice, nor does any arise from the terms or conditions set forth in this document.

Employee Signature: _____

Print Name: _____ Date: _____

Manager Signature: _____

Print Name: _____ Date: _____

Last Updated On: 1/11/2023
Last Updated By: KHM