

Job Title:	Assistant Plant Manager	Job Category:	BDSI Recycling
Reports To:	Plant Manager: Denny Riggins	HR Contacts:	Rachael Farber / Hope McAnally
Location:	BDSI Recycling Plant	Travel Required:	Special Assignment Only
Level/Salary Range:	Assistant Manager Salary Based Upon Experience	Position Type:	Full-time Permanent

Applications Accepted By: Human Resources

E-MAIL:

RachaelFarber@ajblosenski.com and
HopenMcAnally@ajblosenski.com

Subject Line: Assistant Plant Manager Position

MAIL:

Human Resources Department
A.J. Bloenski, Inc.
P.O. Box 392
Elverson, PA 19520

Job Description

ESSENTIAL DUTIES AND RESPONSIBILITIES

B.D.S.I. Recycling Center, a division of A.J. Bloenski, Inc., was formed in 1994 as a MRF (materials recovery facility) for the recyclables collected on our curbside routes. As a dual stream, clean MRF, we sort and process the materials and bale the product for transportation. It is then shipped to an end-user who will reuse the product in their manufacturing process. Duties of this position will include, but are not limited to:

- Supervise work crews in the Recycle Center
- Oversee safety of employees
- Lead Safety Meetings
- Oversee Plant Operations
- Daily input in computer system
- Assist Scale House Operator
- Assist with jobs outside Recycle Center as needed
- Dispatch loads of recycle product
- Scale inbound recycle trucks (Will require some late hours)
- Load outbound cans and trucks when required (Will require some late hours)
- Complete paperwork / scale tickets for outbound products
- Fill in for Plant Manager

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be proficient in Word and Excel Programs. Experience in a Supervisory position within the Recycling and/or Trash Industry and knowledge of some Spanish a plus, but not required.

PHYSICAL REQUIREMENTS:

- Required to stand or sit for extended periods of time
- Required to bend or stoop
- Must have full range of movement with the following:
 - Hands
 - Arms
 - Legs
 - Feet
 - Shoulders & Neck
- Good eye sight
- Required to lift or push objects up to 30lbs
- Required to climb

TIME REQUIREMENTS:

- Weekday Hours: 9:00 a.m. – 6:00 p.m. / 40 Hours / Some Overtime Required
- Lunch Break: 1 Hour Per Day
- Travel: As Requested or Required

GROWTH & OPPORTUNITY TRACK:

- This position is designed for growth based on experience, professional development and progress of our company
- Additional opportunities may be presented for lateral or advanced placement

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	