

Position Title: Facility Manager
Date: 6/2/2026
Reports to: LSWDD District Manager

Full Time / hourly position

BASIC FUNCTION: Supervises the operation and maintenance of the LSWDD facility, including all site-based accounting, recycling, and waste transfer activities. Provides day-to-day direction for skilled, semi-skilled, and unskilled workers as assigned. Assures safety of all persons on the site. Work is performed independently under the general direction of the District Manager, referring unusual or sensitive problems to the District Manager for concurrence or resolution. The Board retains responsibility for major personnel actions affecting Facility Manager.

MINIMUM QUALIFICATIONS: High School diploma or G.E.D. and at least three years' experience in some phase of waste management; or any equivalent combination of education, training and experience which demonstrates the ability to perform the principal duties of the job. Must have successfully completed Washington's HAZWOPER Certification or be willing to get certified within 6 months, if requested by District. Must have a valid Washington State driver's license and good driving record, a personal history suitable for bonding to handle cash, and the ability to obtain within six months of employment a current first aid card including CPR training, and a current Flagger's card (at District's expense).

PRINCIPAL DUTIES:

Manage On Site Operations

- Actively supervises the facility's operation in accordance with the District's operations manual, applicable laws and as directed by the District Manager.
- Operates equipment on site to load roll-off waste containers or for recycling as applicable; e.g., backhoe, forklift, or baler.
- Oversee routine maintenance of equipment and machinery. Schedules baling operations and truck movements.
- Oversee cleaning and maintenance of the facility. Responsible for response to emergency spills, releases, and emissions. Conducts ongoing abatement programs for dust, odor, litter, and vectors such as rodents.
- Arrange for diversion, special handling, and appropriate disposal of hazardous and infectious wastes and prohibits the disposal of dangerous and other unacceptable waste, including liquids.
- Assist contractors and staff and arrange ongoing transportation of surplus reusables, recyclables, and waste; maintain documentation of shipped loads and net weights. Assists with periodic Household Hazardous Waste collection events. Meets trucks outside of regular working hours for loading/offloading operations.

- Monitor the loading of trucks and containers; adjusts and compacts loads to achieve maximum transportation efficiency. Assists truck drivers in switching out full containers for empty ones.
- Maintain an orderly traffic flow and safe conditions for customers. Implements safety regulations, precautions, and procedures. Conducts monthly safety/operations meetings with staff and any interested volunteers. Prepares and files meeting minutes.
- Provide customers with information regarding facility operations. Maintains a thorough understanding of the facility's recycling guidelines and current market specifications.
- Investigate potential new recycle-market opportunities. Provides customers with information and referral regarding disposal options, including waste avoidance and reduction.
- Work with staff and volunteers to ensure that the "Take It Or Leave It" reuse program operates efficiently and cost-effectively, and in accordance with any Board policies. Keep the facility clean and aisles clear, disposes of unwanted material, and coordinate the flow of goods through the facility. Identifies markets and least-cost transportation strategies for surplus reusable goods.
- In emergencies, responds, calls out personnel, and notifies the District Manager.

Manage On Site Labor

- Manage labor expenses in accordance with the approved budget.
- Discipline and annually evaluate on site staff, and report to District Manager any such activity. Make recommendations to District Manager for termination of staff, and for job postings, job descriptions, and pay and benefits.
- Determine staff and volunteer work schedules; ensure facility is open on time and is adequately staffed for normal function.
- Assign work and provide training and work direction to staff, volunteers, and court-assigned laborers; monitor work and inspect finished projects. Assist with staff interviews and evaluations.
- Distribute, collect and verify time sheets, and deliver completed, signed time sheets to District Manager per the published schedule.

Manage On Site Financials

- Responsible for reconciliation of cash-receipt drawer, and the preparation and deposits of daily cash receipts.
- Transmits daily pay station activity summary reports and bank deposit receipts to the county Treasurer.

Manage Regulatory Requirements

- Maintain all Dept of Ecology Permits and test submissions
- Maintain all Dept of Labor and Industries records and filings, including Safety Plan requirements.

Manage Site record keeping

- Prepare and maintain revenue logs and operational reports.
- Prepare and maintain Safety and Staff Meeting agendas, minutes and supporting materials.
- Collect, collate and maintain all operations metrics (traffic, waste and recycling volume, environmental testing, etc.) so that it is available to the District Manager and the Board for evaluation and to relevant authorities for compliance.

Strategic Input

- Provide input to the Board regarding facility design, operations, capital improvement needs, and equipment and materials selection.
- Report significant operational, cost, staff, and facility issues to Board at its regular meetings. Collaborate with District Manager and Board to explore operations alternatives that reduce costs or improve performance or service. Implement any such approved alternatives.
- Make recommendations to District Manager and Board on new or revised policy.
- Refer any significant correspondence to District Manager, with recommendations when applicable.

PHYSICAL AND MENTAL REQUIREMENTS

a positive, professional image to the public and maintains a positive, effective working relationships with employees and volunteers.

Able to perform all tasks of Facility Operator. Requires frequent standing, walking, sitting, climbing, bending, and twisting. Must be able to frequently lift, lower, push, and pull up to 50 lbs. Must be able to carry objects with both hands and arms. Must be able to talk and receive and understand written and oral communication and understand and follow verbal and written instructions. Must be able to present information and direction to customers clearly and effectively. Requires the ability to accurately determine load volumes with a calculator and correctly perform other basic mathematical calculations used in fee assessment. Must be able to operate the pay station computer system and make change accurately. Requires sufficient manual dexterity to use and care for hand tools, mower, backhoe, and other equipment. Requires the ability to shovel and rake materials at facility.

WORKING CONDITIONS: Perform strenuous work outdoors for extended periods of time in all weather conditions. Works weekends and some holidays. Facility may not include running water. Exposure to solid waste, odors, fumes, dust, and various debris. May be required to occasionally wear boots and gloves, face shield, hearing protection, and particle mask. Preventive tetanus and hepatitis A&B inoculations recommended at District's expense.