



Dedicated to demonstrating that waste is completely preventable, not inevitable.

Proud to be an Equal Opportunity and Affirmative Action Employer

Director of Fleet Operations

Date:	January, 2021
FLSA status:	Regular full-time, exempt position.
Reports to:	Co-President
Compensation:	\$70,000 – 90,000/yr
Benefits:	100% paid health insurance for the employee, life insurance, and long-term disability. (Other insurances available at a shared or employee cost.) PTO and paid holidays.

Eureka Recycling is a nonprofit, social enterprise organization and an affirmative action and equal opportunity employer in word and action! We deeply value diversity because we understand that unique and diverse perspectives are essential to be able to achieve our mission and live our values. These organizational values are thoroughly felt and experienced in every workday at Eureka Recycling—Visionary Leadership, Strong Teams and Community, Respect, Caring and Wholeness, Sustaining and Enduring and Honesty and Integrity.

Eureka Recycling' mission is to demonstrate that waste is completely preventable, not inevitable. Our work bridges the gap between our vision for a zero-waste future and the realities of today with tangible, real-world solutions. We are modelling the idea that by systematically addressing the way we manage our resources, we can create solutions to the most pressing issues of our time: addressing climate change, building strong local economies, and supporting healthy equitable communities.

If you are interested in working to change systems that perpetuate waste and the problems it causes for our health, economy and communities; participating in organizational leadership in a collaborative setting; and supporting our initiative to promote diversity, equity, and inclusion in our organization, Eureka Recycling may be the right place for you!

Eureka Recycling has provided curbside and apartment recycling collections, recyclable processing, education, and advocacy since 2001. Unique for a nonprofit, Eureka Recycling has a large operational component consisting of two primary business units. Our union-represented drivers, operating a 35-vehicle fleet, collect recycling in Saint Paul and surrounding suburbs. Our material recovery facility (MRF), where recyclables are sorted and compacted for sale to end markets, process over 100,000 tons/yr of single-stream recycling. With an annual operating budget of over \$15,000,000, these initiatives provide more than 120 green living-wage jobs for individuals who demonstrate our mission every day in the work that they do.

Primary Purpose

The primary role of the Director of Fleet Operations (DOFO) is to implement the organization's strategic plan related to the execution of Eureka Recycling's collections contracts. The DOFO will provide leadership, management, motivation and development of a very diverse staff, and will be charged with managing individuals to their highest potential and creating a culture of clear expectations, transparency, and empowerment.

Key Responsibility Areas (in priority order)

1. Mission and Vision Alignment

The DOFO leads ongoing operational strategy to account for long-range trends, adverse conditions, and opportunities. They will recognize the difference between problem solving and creating solutions, and will actively create a vision of Eureka's desired results to inspire others and engage them in creating solutions to bring Eureka's mission into being. The DOFO works to ensure that operational systems, organizational culture, and practices are aligned with the organization's mission, values and commitments related to diversity and inclusion.

2. Collaborative Leadership

The DOFO works in collaboration with Eureka's staff leadership team, and exemplifies clear, direct, respectful communication, demonstrating these leadership qualities:

- Communicates effectively with people from diverse backgrounds and experiences and draws on their varied perspectives when making decisions
- Works with the Executive Leadership Team to ensure the Collections Team is in alignment with the organization's mission, culture, strategy, and goals
- Can clearly articulate the connection of the smallest daily tasks to the vision and mission of the organization
- Understands the team's talents and supports people in applying their strength
- Works collaboratively with managers and directors in other areas of the organization in order to bridge systems and resources in pursuit of common goals

3. Values Driven Management

Eureka Recycling employs a model where decisions balance the three primary measures of organizational health—the financial, social and environmental bottom lines. As they lead a primary arm of our nationally recognized social-enterprise model, the DOFO considers all three of these areas when making decisions regarding departmental budget, equipment, and personnel,

Required Knowledge, Skills, and Experience

- 10 years of experience in fleet operations - 5 years in a leadership and supervision role
- Demonstrated experience managing the P&L and budgetary tasks for a business unit
- Demonstrated experience in applying systems thinking to address operational objectives
- Demonstrated experience with Fleet maintenance and inventory tracking software
- Demonstrated experience with Fleet dispatch and routing software
- Demonstrated experience with DOT compliance
- Experience with values based decision making around social and environmental program benchmarks and ability to create associated dashboards and tracking
- Strong relationship- building and communication skills leading a diverse team
- Experience and ability to manage, direct, and coach middle level managers
- Able to effectively manage multiple on-going projects simultaneously, to prioritize and balance the tasks of the day in relation to larger project deadlines and immediate needs, giving attention to detail and striving for excellence
- Values the role of non-profit organizations in changing systems to improve our economy, environment, and community
- Commitment to and deep understanding of (or driven interest in) Eureka Recycling's mission that waste is preventable, not inevitable

Preferred Qualities

- Experience with values based decision-making around social, environmental, and financial program benchmarks
- Experience with developing teams and culture
- Ability to track budgets and create financial projections
- Experience with managing unionized labor relations
- Knowledge of recycling collection trucks and equipment
- Experience with Department of Transportation rules and regulations
- Strong analytical skills with ability to create dashboards and performance tracking systems
- Strong vision and passion for execution of the current strategic plan with the capacity to inspire that vision and engender that passion within the organization
- Ability to view and evaluate long range trends in the many related industries and adapt planning and strategy to reduce negative and enhance positive impacts on the mission and the organization
- Familiarity with strategies to implement continuous performance improvements

Job Responsibilities

Collaborative Leadership:

- Take initiative to understand, demonstrate, communicate, and support the mission of the organization
- Provide effective and inspiring leadership and stewardship of Eureka Recycling by being actively involved in appropriate ways in all programs and services
- Set operational goals and work towards achieving performance targets
- Maintain an inclusive and positive culture for the Collections and Fleet maintenance team
- Manage and oversee the work of middle management-level staff in the Collections and Fleet Maintenance departments, promoting collaboration and efficient operations processes
- Identify areas of growth for managers and supervisors in the Collections and Fleet Maintenance department as their current position demands and in planning for their career advancement
- With the Executive Leadership Team, create reporting and triple-bottom-line program measurement for evaluation of Collections and Fleet Maintenance operations
- Provide timely, accurate and complete reports on the operating conditions of Collections and Fleet Maintenance
- Manage departmental budget and work with staff within department and across organization to track and report on budgetary goals
- Develop financial reporting and projections in coordination with the Finance Department
- Maintain a high degree of confidentiality
- Other responsibilities, projects, and tasks as assigned

Collections:

- Direct and oversee the evolution of the Fleet department related to contracts, collections procedures, vehicles types and equipment, routing software, and fleet maintenance and inventory software systems
- Monitor and ensure optimization of routing and create benchmarks to ensure efficient and safe operations

- Monitor staffing needs and work collaboratively with Human Resources to ensure the department is fully staffed and prepared for potential turnover of drivers in order to fulfill Eureka's contract obligations
- Develop and implement proactive Fleet Safety programs in order to prevent employee injuries and maintain zero lost time
- Direct the process of handling vehicular accidents and incidents and work with Eureka's auto insurance company to ensure the insurance process flows smoothly and to protect Eureka's best interest.
- Maintain OSHA records in regards to vehicle accidents and incidents
- Direct safety initiatives in conjunction with leadership and HR in order to comply with OSHA mandates in regards to equipment safety, inspections, PPE, and safety trainings for the Fleet department
- Oversee the maintenance of vehicle records and licensures and ensure compliance with all aspects of DOT law. Maintain Driver Qualification Files per DOT standards

Fleet Maintenance:

- Develop, implement, and maintain systems and schedules related to vehicle maintenance with internal fleet maintenance team and 3rd party vendors
- Work proactively with appropriate 3rd parties to ensure vehicles remain eligible for warranty and in good working condition in order to fulfill Eureka's contract obligations with-in budgetary constraints
- Direct and oversee the use of fleet back-office technology to respond to drivers' notifications of maintenance problems and to document completion of repairs, per DOT policy
- Make decisions about when vehicles need replacing and oversee the purchases of new vehicles and sales of retiring vehicles in conjunction with Eureka's Co-President and Director of Accounting
- Direct and oversee the record keeping of the fleet, ensuring that all vehicles are registered and licensed and inspections completed in a timely manner per DOT policy

Please click on the link to apply for this position:

<https://eurekarecycling.clearcompany.com/careers/jobs/6dbb49bd-2509-0fb3-ae52-5f5455bd26b3/apply?source=1492289-CS-21697>

Affirmative Action Policy Statement:

Eureka Recycling will not discriminate against or harass any employee or applicant for employment on the basis of race, creed, religion, sex, national origin or ancestry, familial status, age, disability, marital status, status with regard to public assistance, or affectional orientation.