



Materials Recovery Facility Production Coordinator

Eco-Cycle, one of the oldest and largest non-profit recyclers and a pioneer in the Zero Waste movement, is seeking a Production Assistant at the Boulder County Recycling Center MRF in Boulder, CO, per our contract with Boulder County.

Employee Title: Materials Recovery Facility Production Coordinator
Employee Status: Full-time, hourly, with competitive benefits package
Reports To: Operations Director and Production Manager
Supervises: N/A, but opportunity to gain experience in the MRF business and grow into management role
Compensation: Hourly wage range \$23 to \$27 per hour, depending on qualifications and experience, overtime eligible

Summary:

The Production Coordinator is an operations and administrative position and is an integral part of the Boulder County Recycling Center (BCRC) operations team. We are looking for an outgoing person who is comfortable working in a fast-paced recycling production atmosphere. The ideal candidate will have the ability and desire to be cross trained in all facets of production, operations, and supervision. This team environment includes on-the-job training and growth opportunities.

Core Responsibilities:

- Track and record daily operation and production metrics, inventory, railcar weight reports, material grading reports, and operations summary reports
- Be trained to manage and implement the safety program, including trainings and reporting
- Provide support and backup to the Production Manager
- Provide effective written and oral communication with the Production and Maintenance Managers, staff and labor subcontractors, and various contracted service providers
- Work closely with production staff, including providing constructive feedback to line workers
- Assist with staff accountability
- Conduct trainings and lead safety meetings
- Work with the Marketing Manager on inventory and material shipments
- Ordering PPE and operating supplies
- Learn to operate the system and potentially operate rolling equipment
- Cross-train in various operations positions and provide occasional backup as needed
- Assist Operations Director, Production Manager, and Maintenance Manager on special projects as needed

Ideal candidate will have the following:

- Excellent people skills
- Solid writing, communication and computer skills, including proficiency in Excel and Word
- Bilingual in Spanish (strongly preferred but not required)
- Must possess or pass the OSHA 30-Hour General Industry safety training course
- Able to function efficiently in a fast-paced production environment



Working to Build Zero Waste Communities

Benefits:

- Medical, Dental, and Vision insurance
- 403 (b) retirement plan with 3% match
- Accrued vacation, sick, 1 PTO, and 6 paid holidays
- Eco Pass to ride local and regional buses and trains for free.

Apply: Please send a cover letter and resume to jobs@ecocycle.org with "Production Coordinator" in the email subject line. Applications will be accepted until the position is filled.

Eco-Cycle is proud to be an Equal Opportunity Employer and workplace. We seek to recruit, develop, and retain the most talented people from a diverse candidate pool to better serve our mission of bringing Zero Waste to all communities. We celebrate, support, and thrive on diversity and are committed to creating an inclusive environment for all employees and volunteers. Eco-Cycle prohibits discrimination and harassment of any kind. Eco-Cycle employment decisions are based on job requirements and individual qualifications, without regard to race, religion, color, national origin, gender, sexual orientation, gender identity and expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.