



Eco-Cycle Materials Recovery Facility Operations Supervisor

Boulder, CO
March 2026

Eco-Cycle, one of the oldest and largest nonprofit recyclers in the country and a pioneer in the Zero Waste movement, seeks an Operations Supervisor at the Boulder County Recycling Center MRF, per our contract with Boulder County.

Employee Title: Materials Recovery Facility Operations Supervisor

Employee Status: Full-time, hourly, with competitive benefits package

Reports To: MRF Director and Operations Manager

Compensation: Hourly wage range \$24 to \$26 per hour, depending on experience, overtime eligible

POSITION DESCRIPTION

Eco-Cycle's Operations Supervisor is an operations and administrative staffer who works closely with the Boulder County Recycling Center (BCRC) Operations team. Primary responsibilities include tracking and recording daily production metrics, inventory, railcar weight reports, and operations summary reports. Additional duties include safety training and reporting, and providing support and backup to the Operations Manager. The ideal candidate will be bilingual and serve as a liaison between Operations and Maintenance teams, and the MRF Director. They will have the ability and desire to be cross-trained in all facets of production, operations, and supervision and be able to work effectively with the Operations and Maintenance Managers, staff, and various contractors.

We are looking for an outgoing person who is comfortable working in a fast-paced recycling production atmosphere and interacting regularly with production staff, including providing constructive feedback to line workers, and conducting trainings and eventually safety meetings. Another key responsibility is providing effective written and oral communication among different BCRC teams, management, and workers.

SPECIFIC RESPONSIBILITIES

- Track and record daily operation and production metrics, inventory, and operational reports
- Work with the MRF Director on inventory and material shipments
- Order and tracking PPE and operating supplies
- Assist Operations Manager by:
 - Interacting with labor subcontractors, providing constructive feedback to help manage staff
 - Learning to operate the recycling system and potentially rolling stock equipment
- Work with the production team to track safety metrics, and eventually conduct safety trainings
- Be cross-trained in various operations positions and provide occasional backup as needed
- Assist Operations Manager and Maintenance Manager on special projects as needed

QUALIFICATIONS & COMPETENCIES

The ideal candidate will have the following:

- Excellent people skills and work well in a team-oriented environment, where communication is key
- Be bilingual in English and Spanish
- Able to prioritize workflow and communication strategies
- Good writing and computer skills, including proficiency in Excel and Word
- Comfortable leading small group training sessions
- Able to function in a fast-paced production environment

COMPENSATION & BENEFITS

The position is for approximately 42.5 hours per week, generally from 6:30 am–3:30 pm, with a 30-minute lunch and two paid 15-minute breaks daily. Compensation depends on experience and expertise, plus benefits.

Benefits include:

- **EcoPass** to ride local and regional buses and trains for free.
- **Paid time off**, including six paid holidays, plus two paid Personal Days off per year; accrued vacation starting at 10 days/year; accrued sick leave; and 2 weeks of full pay for maternity/paternity/adoption leave.
- **Health benefits**, beginning after 60 days, including health, dental, and vision; plus Life insurance, and Short-Term and Long-Term disability.
- **Retirement benefits**, beginning to accrue after one year, with a 403(b) retirement plan that employer will match up to 3%.

TO APPLY: Please submit a cover letter and resume to recycle@ecocycle.org with “BCRC Operations Supervisor” in the subject line. No phone calls or drop-ins, please.

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.