Pope Douglas Solid Waste Management
2004 Nokomis Street, Alexandria, MN 56308 320-763-9340
gogreen@popedouglasrecycle.com www.popedouglasrecycle.com

Assistant Plant Manager

SALARY: $48.071 - $52.582 Per Hour
Salaried – Exempt Position

HOURS OF WORK: Primarily afternoon, night, and overnight operations Sunday night through Friday morning
Additional hours as necessary to meet operational requirements.

DEPARTMENT: WTE, MRF, Landfill and Related Support Operations

POSITION SUMMARY

Under the administrative direction of the Plant Manager, the Assistant Plant Manager is responsible for assisting in the management, operation, maintenance, safety, and regulatory compliance of Pope/Douglas Solid Waste Management's integrated solid waste facilities. The Assistant Plant Manager provides direct oversight of facility operations during evening, night, and overnight shifts and serves as the designated management representative during assigned hours.

The Assistant Plant Manager assists in supervising operations personnel, monitoring plant performance, coordinating maintenance activities, resolving operational issues, ensuring compliance with environmental and safety regulations, and maintaining continuous facility operations. This position serves as acting Plant Manager in the absence of the Plant Manager and participates in management planning, staffing, and operational improvement initiatives.

ORGANIZATIONAL RELATIONSHIPS

- Reports directly to the Plant Manager.
- Provides direct supervision to assigned Operations Supervisors, Operators, Maintenance Personnel, and other facility staff during assigned shifts.
- Works closely with the Executive Director, MRF Manager, Environmental Programs staff, maintenance personnel, contractors, vendors, consultants, and regulatory agencies.
- Serves as the primary management contact during assigned evening and overnight operations.

MINIMUM QUALIFICATION OF EDUCATION AND EXPERIENCE:

- High School Diploma or Equivalent
- Associate’s degree in engineering technology, Industrial Maintenance, Power Plant Operations, Environmental Science, Business Management, or related field preferred.
- Possession of a current Minnesota First Class A Steam Engineering license preferred.
- Four (4) years of progressively responsible experience in industrial facility operations, maintenance, or power plant operations.
- Minimum of four (4) years of supervisory or management experience.
- Experience working with industrial boilers, combustion systems, material handling systems, and heavy equipment preferred.
- Valid Minnesota Driver's License.
- Possession or ability to obtain a Type II Landfill Operator’s Certificate from the Minnesota Pollution Control Agency

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operations Management

- Oversee and direct facility operations during evening, night, and overnight shifts.
- Ensure safe, continuous, and efficient operation of the Waste-to-Energy Facility, Material Recovery Facility, and related support systems.
- Monitor facility performance and respond to operational issues, alarms, equipment failures, and process disruptions.

- Coordinate staffing and shift coverage to maintain operational requirements.
- Review operating data, throughput, energy production, downtime, and efficiency metrics.
- Assist in developing and implementing operational procedures and best practices.
- Serve as the acting Plant Manager when assigned.

Maintenance and Asset Management

- Provide leadership, direction, and oversight to operations and maintenance staff on assigned shifts.
- Monitor employee performance and ensure compliance with workplace policies and procedures.
- Assist with employee training, mentoring, performance evaluations, and corrective action processes.
- Promote effective communication between shifts and departments.
- Ensure proper staffing levels and coordinate emergency coverage when necessary.

Safety and Risk Management

- Promote a strong safety culture throughout the facility.
- Ensure compliance with OSHA regulations, safety procedures, and organizational policies.
- Conduct facility inspections and identify safety concerns.
- Investigate incidents and assist in implementing corrective actions.
- Ensure proper use of personal protective equipment by all employees and contractors.

Regulatory Compliance

- Ensure compliance with all environmental permits and operational requirements.
- Monitor combustion processes, emissions controls, ash management, stormwater systems, and waste handling procedures.
- Assist with regulatory reporting and inspections.
- Maintain operational records and documentation required by regulatory agencies.

Administrative and Financial Support

- Assist the Plant Manager with budget development and operational planning.
- Monitor operational expenditures and recommend cost-saving opportunities.
- Prepare reports and operational summaries as requested.
- Assist with vendor coordination, equipment purchases, and contract services.

Leadership and Continuous Improvement

- Identify operational improvements to increase reliability, efficiency, and cost effectiveness.
- Participate in strategic planning, capital improvement, and facility enhancement projects.
- Recommend improvements to plant systems, procedures, and equipment.
- Support organizational goals and initiatives.

Additional Duties

- Serve as the primary management contact during assigned evening, night, and overnight hours.
- Respond to operational emergencies and equipment failures.
- Coordinate activities of contractors and vendors working during assigned shifts.
- Participate in professional development and industry training activities.
- Perform other duties as assigned by the Plant Manager or Executive Director.

PHYSICAL REQUIREMENTS

- Ability to lift up to 50 pounds.
- Ability to climb ladders, stairs, and industrial structures.

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- Ability to work indoors and outdoors in varying weather conditions.
- Ability to work around industrial equipment, moving machinery, noise, dust, odors, and heat.
- Ability to wear required personal protective equipment, including respirators.
- Ability to enter confined spaces when properly trained and authorized.
- Ability to work evening, night, and overnight shifts on a regular basis.

Disclaimer

This job description is intended to describe the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications. Pope/Douglas Solid Waste Management reserves the right to modify duties and responsibilities as organizational needs change.

Benefits:

Retirement – Employees of Pope Douglas Solid Waste Management are enrolled in PERA (Public Employee's Retirement Association). Employees are vested in 3 years. Employee deduction is 6.5% and employer contribution is 7.5%.

Health Insurance - We offer multiple HSA compatible plans for health insurance. With those plans the employee can elect single, single + 1, and family coverage options. Employees have the option to buy up to a better health plan.

Life Insurance – As a Pope Douglas Solid Waste Management employee you will be covered by $20,000 of life insurance at no expense. Supplemental coverage is available for you, your spouse, and your dependents.

Other Payroll Deductible Elections Include – Dental Insurance, Vision Insurance, Long Term Disability, Short Term Disability, Group Critical Illness, Group Accident Insurance, Group Hospital Insurance, Healthcare Savings Account, Flex Spending Plan, NCPERS Life Insurance, and Post Employment Health Care Savings Plan.

Employee Assistance Program – Employees have access to an Employee Assistance Program (EAP). It is a voluntary program that can assist employees, their spouse, and dependents with support through access to qualified counselors for various personal and work-related issues.

Vacation – Employees will accrue vacation according to the following schedule:
0–5 years: 80 hours/year; 6–10 years: 120 hours/year; 11–20 years: 160 hours/year; 21+ years: 200 hours/year.

Sick Leave/Earned Safe and Sick Time – An employee shall be credited with 8 hours of sick leave for each month of service accumulative to 90 days. The first 48 hours (or up to 80 if any eligible time was carried over) will be counted as ESST.

Holidays – The official holidays for Pope Douglas Solid Waste Management are:
New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, the Day after Thanksgiving, and Christmas Day.

Minnesota Paid Leave (MNPL or PFML) – Minnesota Paid Leave (MNPL) is a state program that provides job protected, paid time off. Eligible employees can receive partial wage replacement for up to 12 weeks of medical leave and 12 weeks of family leave (with a combined maximum of 20 weeks per year). The paid leave benefit is provided through a private plan administered by MetLife. Employees pay 50% of the premium cost through a small payroll deduction while the employer pays the other 50%.