



## **Tradewater Refrigerant Solutions Site Manager**

Tradewater is a mission-based company headquartered in Chicago and operating around the world. We collect, manage, and destroy greenhouse gases. Our projects are designed to fight climate change, create economic development opportunities, and make a profit.

In connection with projects to collect and destroy harmful refrigerant gases, Tradewater operates a refrigerant reclamation company under the name Tradewater Refrigerant Solutions (TWRS). The primary TWRS facility is located in Elk Grove Village, Illinois, but our work is national in scope, and TWRS will be opening a second location in the Philadelphia area. We are seeking a Site Manager to operate this new facility.

The Site Manager will work independently and have significant responsibilities for multiple program-related work streams. The Site Manager must manage the Philadelphia location and its basic operations. In addition, the Site Manager will receive, aggregate, and process refrigerant sourced from various locations across the East Coast of the United States and delivered to the warehouse. The Site Manager will also lead refrigerant recovery projects throughout the East Coast, in coordination with the Director of TWRS, and take other refrigerant collection trips on a monthly basis.

### **Job Responsibilities**

- Work remotely with a team of Process Technicians and Warehouse Associates to meet and exceed ambitious goals
- Receive, inspect, weigh, and record refrigerant cylinder shipments
- Transfer and aggregate refrigerant from small cylinders and cans to larger cylinders and tanks
- Maintain accurate and detailed records and documentation of daily tasks including shipment receipts, refrigerant sampling and analysis, refrigerant aggregation, etc.
- Perform routine maintenance and troubleshooting of refrigerant handling and testing equipment
- Operate forklifts safely and efficiently, follow all OSHA safety regulations and perform vehicle safety checks
- Ensure the warehouse stays safe, clean, clutter-free and operating efficiently
- Assist in the recovery and procurement of refrigerant for shipment to the facility
- Engage in sales calls and marketing efforts to generate recovery projects and refrigerant acquisition opportunities
- Drive long distances throughout the East Coast of the United States to recovery job sites, and to purchase and transport stockpiled refrigerant
- Occasional travel to Tradewater headquarters in Chicago will also be required

- Engage with customers from diverse backgrounds for in-person transactions and phone negotiations
- Utilize customer relationship management (CRM) software and proprietary data systems

**Position Requirements:**

- Support of pollution reduction and environmental sustainability mission
- Experience in a manufacturing or shop environment
- Ability to work independently
- Responsible and trustworthy
- Demonstrated mechanical aptitude
- Comfort navigating and using CRM and proprietary data systems
- Attention to detail, punctuality, and good organizational skills
- Commitment to working safely
- Troubleshooting and problem-solving skills
- Strong computer skills including comfort using Microsoft Office Suite and web-based applications
- Ability and willingness to travel up to 25%
- Clean driving record and reliable vehicle transportation
- Must be able to climb ladders, lift at least 50 pounds and work in warehouse environment

**Preferred Experience:**

- Experience or training with HVAC systems or refrigerants
- Electrical, instrument, or mechanical experience
- Experience recovering refrigerant from chillers and appliances, or reclaiming refrigerant
- Ability to operate a fork truck
- Experience in refrigerant reclamation
- Experience in preparation of shipping papers
- Knowledge of DOT hazmat regulations

**Minimum Qualifications:**

- 5+ years of relevant work experience
- High School Diploma or equivalent
- Previous work history and/or military experience

Tradewater offers a competitive salary and good benefits. If you are interested, please send a cover letter and resume to [humanresources@tradewater.us](mailto:humanresources@tradewater.us) explaining your interest in this position, why you would be well suited for it, and how you would use your experiences to be successful in the role. An initial phone screen meeting will be held with qualified candidates, followed by one or more telephonic and in-person interviews.