



Monterey Regional Waste Management District

Job Description

Position:	Sr. HHW Technician	Pay Range:	\$22.52 - \$28.74
Exempt Status:	Non-Exempt		(6 steps)
Position Status	Full-Time	Reports to:	LCM & HHW Manager
Reviewed:	January, 2015	Application Deadline:	N/A

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides lead direction and work coordination for HHW Technicians.

DEFINITION

Under general supervision, incumbents in this position perform and lead others in a variety of highly skilled in the daily operations of the Household Hazardous Waste (HHW) department including inspection of incoming waste material for the identification, separation, and recycling or disposal of hazardous materials; to store and arrange for disposal of non-recyclable hazardous materials; to conduct waste screening procedures on incoming refuse loads; to provide work coordination and direction for other staff assigned to the hazardous materials management program; to perform heavy physical labor; and to perform other job related duties as required.

ESSENTIAL FUNCTIONS

- Ensure safe working environment
- Provide lead direction and work coordination of HHW Technician(s)
- Proper identification, handling and disposition of household hazardous waste
- Maintain and repair all equipment and facilities related to the HHW operation
- Must pass fitness-for-duty medical examination on an annual basis, pursuant to *T8CCR*, Section 5144, Appendix C, *OSHA Respirator Medical Evaluation Questionnaire [Mandatory]*.
- Must meet requirements for respirator fit testing and remain eligible to wear NIOSH-certified air-purifying respirator, pursuant *T8 CCR*, Section 5144, Appendix A, *Fit Testing Procedures [Mandatory]*. Employees cannot have facial hair that interferes with the face-to-facepiece seal during the fit testing procedures and while required to wear the respirator.

DISTINGUISHING CHARACTERISTICS

This class is the advanced working and lead worker level in the HHW Technician series and is distinguished from HHW Tech by the fact that incumbents are expected to perform the full range of HHW skilled/specialized assignments, and provide lead direction and work coordination for other HHW Technicians.

EXAMPLE OF DUTIES

Inspects and assesses incoming waste material for identification and separation; conducts waste random screening for inbound loads and provides detailed records those activities; identifies and assesses hazardous material for recycling or disposal; arranges for proper storage and transportation of non-reusable hazardous material; puts reusable material on display for re-use by customers; categorizes hazardous material according to compatibility; prepares billing for participants in the Conditionally Exempt Small Quantity Generator (CESQG) Program; monitors the inventory of District safety equipment; maintains the cash box and cash records for the Certified Oil Collection Program; operates testing, sampling, and identification equipment; maintains and updates a variety of records for submission of periodic reports; load checks materials at the landfill face for hazardous waste; provides direction, work coordination, and training for other staff assigned to hazardous material separation functions; provides information and education to customers regarding hazardous material disposal policies and regulations; provides

support for the Hazardous Materials Supervisor in program planning, and implementation.

Incumbents are assigned tasks which require more advanced skills and/or specialized knowledge of the techniques, equipment and tools used in household hazardous waste recovery and disposition functions and are expected to assist the HHW Manager to ensure on-going, safe operations and maintain efficient workflow. In a lead capacity, incumbent provides work direction, planning and coordination for other HHW staff; performs all levels of HHW Technician tasks; Enforces safety policies/procedures that apply to the HHW department; may provide basic job training and safety instruction to employees under their direction.

QUALIFICATIONS

Knowledge of:

- Basic knowledge of chemistry, biology, and physics related to hazardous materials management in a solid waste landfill facility.
- Principles, methods, and practices of environmental, health, and safety programs.
- Basic knowledge of laws, rules, regulations, and policies related to hazardous waste handling, transportation, and disposal.
- Basic knowledge of computer applications related to document and report preparation and maintenance.
- Handling and management of toxic chemicals (includes lab packing and bulking of hazardous materials).
- Principles of planning and scheduling, work coordination and assignment.

Ability to:

- Work safely without incidents, accidents, or injuries.
- Identify unsafe practices, situations and behavior.
- Read, write and speak in English at the level required for successful job performance.
- Understand and carry out oral and written directions.
- Perform a variety of technical hazardous materials identification, separation, and analysis assignments including bulking and lab packing hazardous materials.
- Ability to identify and respond safely to hazardous materials contained in waste loads in compliance with the waste screening program.
- Provide direction, work coordination, and training for other District staff.
- Ensure proper enforcement of hazardous materials control procedures.
- Use a variety of hazardous waste testing, sampling, detection, and identification equipment.
- Document and maintain accurate records of load checking and waste screening assignments.
- Assist with the implementation of the District Hazardous Waste Management Program.
- Provide public and customer information regarding District Hazardous Waste Management policies and regulations.
- * Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Effectively direct and coordinate the work of other employees.
- Be respectful and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- * Effectively and accurately evaluate, prioritize, schedule and make decisions about the disposition of household hazardous waste.
- Perform the duties of supervisor when supervisor is absent.
- Provide instruction and guidance to other employees.
- Support the goals and objectives of the District.
- Maintain good public relations with those contacted during work assignments.
- Adhere to an assigned work schedule and meet District attendance standards.

EDUCATION/TRAINING/EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two years of varied and responsible experience in the inspection, storage, and control of hazardous materials, preferably including some experience in a lead position.

An Associate of Arts Degree in Environmental Studies or a related scientific specialization, or advanced educational training in hazardous waste management programs is desirable.

Two (2) years of work experience providing supervision to other personnel.

SPECIAL REQUIREMENTS:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.

Possession of a Hazardous Materials Management Certificate issued by the State of California is desirable. The OSHA 40-hour Hazardous Waste Operations training and annual 8-hour refresher certification is desirable. SWANA 24-hour training for operators of Household Hazardous Waste Collection Facilities is desirable.

REQUIRED CONDITIONS OF EMPLOYMENT

- Pass a pre-employment physical examination including drug testing and pre-employment assessment of safe work capacity in relation to the essential job functions of the position including the requirements to wear respiratory protection and other safety equipment when necessary.
- Possess a California "Class B" driver's license with appropriate endorsements such as required by the District.
- Continued possession of a valid California "Class B" driver's license and compliance with established District vehicle operation standards, maintaining a safe driving record and driving habits for ongoing insurability to drive District vehicles.
- Possess selection of hand tools compatible with job requirements.
- Ability to work unusual shifts, weekends, evenings, holidays, and standby status when required.

PHYSICAL AND SENSORY REQUIREMENTS - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands - Frequently stand, walk and climb; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; ability to perform heavy physical labor; walk on sloped ground and uneven surfaces; lift and carry tools, equipment, and supplies weighing 50 pounds; push and pull items weighing up to 50 pounds; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; operate equipment and vehicles.

Mental Demands - While performing the duties of this class, employees are regularly required to: work well under pressure; communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

Work Environment - Work is performed both indoors and outdoors in varying temperature, weather, humidity and dusty/dirty conditions; work is performed in an environment with constant noise; exposure to grease and oils; exposure to moving equipment; exposure to electrical current; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Signature

Date

Employee Name – Please Print