



Monterey Regional Waste Management District

Job Description

Position:	Household Hazardous Waste Supervisor	Position Status:	Full Time/Non-Exempt
Reports to:	Site Operations Manager	Created:	June 2021
Department:	Household Hazardous Waste	Revised:	

DEFINITION

Under general supervision, incumbents are responsible for supervision of staff and directing the day-to-day activities and functions of the Household Hazardous Waste (HHW) department, including inspection of incoming waste material for the identification, separation, and recycling or disposal of hazardous materials; proper storage and disposition of non-recyclable hazardous materials; performs waste screening procedures on incoming refuse loads, which includes the occasionally performance of heavy physical labor; advises customers on waste disposal matters and ensures the safety of the customer and staff through observation of safety rules and regulations; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisory class in the Household Hazardous Waste Technician class series. Incumbents assigned to this class are expected to perform the full range of HHW functions, as well as provide supervision, training, scheduling, and work assignments for department staff.

ESSENTIAL FUNCTIONS

The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provides support for the Site Operations Manager in program planning and implementation.
- Plans, coordinates and supervises the HHW operations, assessing customers' needs and schedules staff accordingly; coordinate distribution of workload.
- Coordinate operations with Materials Recovery Facility Management, Site Operations Management, Last Chance Mercantile and other staff to achieve desired level of recycling and operations goals.
- Ensure proper enforcement of hazardous materials control procedures.
- Inspects and assesses incoming waste material for identification and separation
- Conducts waste random screening for inbound loads and provides detailed records those activities.
- Arranges for proper storage and transportation of non-reusable hazardous material; transfers reusable material to for re-use or re-sale to thrift store;
- Ensure accurate identification, labeling, handling and disposition of household hazardous waste.
- Prepares billing for participants in the Conditionally Exempt Small Quantity Generator (CESQG) Program; monitors the inventory of District safety equipment; maintains accurate accounting and records for the Certified Oil Collection Program.
- Operates testing, sampling, and identification equipment and arranges for equipment repair as necessary.
- Load checks materials at the landfill face for hazardous waste.
- Provides information and education to customers regarding hazardous material disposal policies and regulations
- Must pass fitness-for-duty medical examination on an annual basis, pursuant to T8CCR, Section 5144, Appendix C,

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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
- Ensure customer and staff conduct business in a safe manner and wear all required personal protective equipment; ensures upkeep of scale house is maintained.
- Completes all administrative tasks including completion of daily, monthly, quarterly, annual regulatory filing and reporting.
- Completes opening and closing activities, including reconciliation of daily receipts
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
- Other duties as assigned

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:

- 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.
- Use a variety of hazardous waste testing, sampling, detection, and identification equipment.
- Document and maintain accurate records of load checking and waste screening assignments.
- 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.

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.

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- An Associate of Arts Degree in Environmental Studies or a related scientific specialization, or advanced educational training in hazardous waste management programs is desirable. High School Diploma required.
- Two (2) years of work experience in a supervisory role.

SPECIAL REQUIREMENTS/REQUIRED CONDITIONS OF EMPLOYMENT:

- Possession of a current California Driver's License issued by the Department of Motor Vehicles.
- 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 required.
- Completion of SWANA 24-hour training for operators of Household Hazardous Waste Collection Facilities is desirable.

TYPICAL WORKING CONDITIONS - 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 - Frequent to constant stand and walk; sit for extended periods of time; 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; vision sufficient to read printed material, visual displays, computer terminal at close range; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance and on the telephone; occasionally walk on sloped ground and uneven surfaces; ability to drive vehicles, forklift and other equipment.

Mental Demands - While performing the duties of this class, employees are regularly required to use oral communication skills; read and interpret data, information and documents; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under pressure and interact with customers and all levels of District staff.

Work Environment - Work is performed both indoors and outdoors in varying temperature, weather, humidity and dusty/dirty, exhaust from vehicles and other odors, hazardous materials; work is performed in an environment with constant noise; exposure to grease and oils, vehicle exhaust, four odors, hazardous materials, ; exposure to moving vehicles, 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