



JOB DESCRIPTION

JOB TITLE:	Household Hazardous Waste Technician	DEPARTMENT:	HHW
REPORTS TO:	Field Operations Supervisor I	FLSA STATUS:	Non-Exempt
PREPARED DATE:	January 2004	APPROVED DATE:	March 18, 2004
REVISION DATE:	June 2013		

SUMMARY

Under general supervision of the Field Operations Supervisor I, the Household Hazardous Waste (HHW) Technician runs day-to-day operations of Household Hazardous Waste (HHW) collection facility including processing of incoming HHW waste material for the identification, separation, recycling, and/or disposal of hazardous materials; to store and arrange for disposal of non-recyclable hazardous materials; to determine proper packaging and labeling for shipping of various categories of Household Hazardous Waste.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

General Responsibilities - Receives, inspects and assesses incoming household hazardous waste material for identification and separation; identifies and assesses hazardous material for recycling or disposal; arranges for proper storage and transportation of non-reusable hazardous material; categorizes hazardous material according to compatibility; bulk, pack, label and otherwise prepare HHW for shipment in accordance with DOT requirements; prepares billing for participants in the Conditionally Exempt Small Quantity Generator (CESQG) Program; monitors the inventory of Authority safety equipment; conducts periodic load checking at the landfill face for hazardous waste; maintains the cash box and cash records for all HHW monetary transactions (CESQG, Sharps); operates testing, sampling, and identification equipment; maintains and updates a variety of records for submission of periodic reports; provides information and education to customers regarding hazardous material disposal policies and regulations; maintains personal protective equipment; interacts with public to assist and educate regarding HHW; transport HHW collected at abops facilities to the HHW collection facility for processing; conducts quarterly safety meetings to satisfy OSHA Requirements and State laws; assist with the implementation of the Authority Hazardous Waste Management Program; schedule repairs for machinery and equipment; prepare for annual CUPA inspection. Extract Freon, mercury switch, thermostat and capacitor, as required by law, prior to appliance demolition. Responsible for calling in e-waste and CRT pickups at Landfill sites. Involved in the RFP proposal process for HHW services. Attends meetings or events outside normal work hours and location as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Communication (Oral/Written)

Expresses views in a fluent, clear, logical manner, with enthusiasm and confidence. Communicates openly and honestly, and promotes an open exchange of ideas. Is an effective listener – listens openly without interrupting. Keeps people well informed in respect of key organizational and departmental issues, in a timely manner. Delivers information effectively in a variety of written formats including reports, letters, memos, emails, etc.

Cost Consciousness/Resource Management

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line. Demonstrates productive and effective use of resources (e.g. human resources, money, material, tools, time, and information). Ensures effective cost control of resources.

Functional Expertise

Has the functional competence (skills & knowledge) to be effective in his/her job. Keeps specialist competence up to date with ongoing learning/studying. Actively seeks assignments and other on-the-job opportunities to improve self. Shares competence willingly with others.

Participative/Performance Management

Encourages team members to contribute ideas, opinions and suggestions. Involves team members in problem-solving and decision-making. Is accessible and responsive when approached. Has written Performance Plans/Agreements collaboratively agreed with each team member. Sets realistic yet stretching goals, objectives and targets. Establishes appropriate procedures to measure and monitor work performance of team members. Regularly discusses progress and issues (using team meetings and one-on-one discussions with each employee). Provides formal and informal feedback on performance on an ongoing basis. Demands excellence and recognizes and rewards excellent performance. Does the necessary coaching, counseling and disciplining where performance or work behavior is not up to standard. Gives criticism balanced, constructively and tactfully. Conducts formal performance appraisals fairly and in a way that motivates and re-commits team members.

Supervisory Skills/Team Building and Motivation

Distributes tasks fairly among team members based on their individual competencies and workload. Organizes work processes in an effective, efficient, and streamlined manner. Provides employees with the necessary training and resources to get the job done. Communicates clear performance expectations and standards to team members, and discusses progress and issues (using regular team meetings and one-on-one discussions with all employees). Maintains strong control of team performance, and achieves agreed-upon quality end products and deliverables. Works well with allocated resources, support staff and management. Inspires and motivates team members to perform optimally. Gives team members ongoing and balanced performance feedback. Coaches team members effectively to improve their job skills. Is patient and shows an appropriate level of caring. Solves people problems with tact and diplomacy, and resolves internal conflict effectively. Inspires, motivates, and guides team members towards higher task accomplishment. Fosters and sustains cooperative and collaborative working relationships within the team. Fosters team spirit, commitment, passion and enthusiasm. Creates an environment that encourages employees to take initiative and calculated risks. Is quick to reward, praise and compliment where deserved. Criticizes defaulters constructively so that they are re-motivated and re-committed. Jointly celebrates team successes and achievements.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty 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.

Minimum Qualifications

One year certificate from college, technical, or vocational school in a related field; or two years of warehousing experience or related experience; or equivalent combination of education and experience.

Associate's degree (A.A.) or equivalent from two-year college, technical or vocational school, or three years of warehousing experience or a related field is desirable.

Technical skills

Knowledge of principles, methods, and practices of environmental, health, and safety programs; laws, rules, regulations, and policies related to hazardous waste handling, transportation, and disposal; computer applications related to document and report preparation and maintenance; handling and management of toxic chemicals (includes lab packing and bulking of hazardous materials).

Language Skills

Ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to read, analyze, and interpret general business periodicals, or governmental regulations. Bilingual in Spanish desirable.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

Working knowledge of Microsoft Word, Excel, and Outlook.

CERTIFICATES, LICENSES, REGISTRATIONS

- A valid California driver's license is required.
- Hazardous Waste Operator 40 Hour Certification
- Forklift Training required.
- CPR/Basic First Aid Certification required.
- Customer Service Training required.

OTHER QUALIFICATIONS

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed both indoors and outdoors in varying temperature, weather and humidity conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvex suit or coveralls, latex gloves, hardhat, rain protection, and steel toe boots.

Work Environment - The work environment is a Household Hazardous Waste collection facility. While performing the duties of this job, the employee is occasionally exposed to grease, oils, fumes or airborne chemicals, toxic or caustic chemicals, loud noise levels, moving equipment, electrical current, hazardous waste materials and outdoor weather conditions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge that I have received, read, and sought clarification of any questions I have about the content of this job description. I further understand that, in order for the Authority to retain necessary flexibility to meet organizational needs, this job description may be modified from time to time.

Employee

Date