



JOB DESCRIPTION

JOB TITLE:	Solid Waste Technician I/II	DEPARTMENT:	Operations
REPORTS TO:	Field Operations Supervisor I	FLSA STATUS:	Non-Exempt
PREPARED DATE:	January 2004	APPROVED DATE:	March 18, 2004
REVISED:	October 2014		

SUMMARY

Under the direction of the Field Operations Supervisor I, plans and participates in activities concerned with study, development, and inspection of solid waste systems, including landfills, transfer stations, and household hazardous waste collection facilities by performing the duties listed.

SOLID WASTE TECHNICIAN I: Is an entry-level position for a semi-skilled worker who is expected to perform all the duties and responsibilities of the position under the direct supervision of the Operations Manager and/or the Field Operations Supervisor. Typically an individual would possess construction or engineering experience not specific to the solid waste industry; or may have only six months or less in industry experience.

SOLID WASTE TECHNICIAN II: Is a journeyman level position for a skilled worker who has experience in the solid waste industry and more than six months experience working in construction, engineering or environmental engineering. This individual can work independently with little or no direct supervision, has excellent repair and maintenance skills, and a complete knowledge of the operation of a landfill, transfer station, household hazardous waste collection facilities, and environmental monitoring systems. A Technician II would possess 40-hour Hazardous Waste Operator certification, Manager of Landfill Operations from the Solid Waste Association of North America, have the ability to operate heavy equipment, and have an intermediate skills level in the use of Microsoft Office and AutoCAD software.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

Solid Waste Operations/Facilities Inspection - Performs regular inspections of solid waste operations and sites, including landfills, transfer stations, and household hazardous waste collection facilities to ensure proper operations and environmental conditions. Operates heavy equipment to perform repairs and maintenance at landfill facilities. Inspects liner systems, leachate collection systems, sedimentation and detention ponds, storm water run-off systems, drainage ditches, groundwater sampling wells, methane probes, and water re-injection systems. Inspects facilities to maintain permit compliance; conducts winterization inspections and directs operator preparation for winterization.

Construction Management - Inspects contractor's work during construction to ensure compliance with approved plans and specifications; performs final inspection of construction and recommends approval for payments or prepares the list of items to be corrected before approval; inspects adjacent properties for damage from construction activity; confers with property owners regarding construction schedules, hazards, and inconveniences.

Environmental Control Systems - Performs routine and complex sampling of storm water run-off, groundwater, and soils.

Site Maintenance - Maintains site and work safety. Performs repairs and improvements to closed facilities and assist with winterization tasks at landfill and transfer station facilities.

Reporting - Develops quarterly and annual reports to regulatory agencies.

SUPERVISORY RESPONSIBILITIES

This job has no current supervisory responsibilities; however, the Solid Waste Technician II may provide some work coordination and lead direction for Solid Waste Technician I (s).

QUALIFICATIONS

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

High school diploma or GED required; one year certificate from college or technical school in landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations; or three to six months in related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California driver's license is required.

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

Does not waste resources. Looks for methods to improve processes that have a positive impact on the bottom line.

Customer Focus/Interpersonal Skills

Seeks to understand the (complex) dynamics of the customer's business. Builds effective customer rapport/relationships and treats them as business partners. Makes customers feel appreciated for their business. Actively seeks and listens to customers' needs, suggestions and feedback. Takes a genuine interest in customers and demonstrates urgency, energy and enthusiasm in satisfying their needs. Is friendly, warm and sincere, and easily approachable. Is tactful, compassionate and sensitive, and treats others with respect and dignity. Is patient and understanding, listens empathetically to others and respects their opinions. Makes others feel appreciated, valued and included, and is considerate of their needs and feelings. Is sensitive to cultural diversity, race, gender, and other individual differences.

Flexibility/Adaptability/Initiative/Proactivity

Is open to new ways of working, ideas and processes. Adapts quickly and effectively to new environments, people, and responsibilities. Readily adapts to stressful situations and factors outside of his/her control. Actively attempts to influence events and instigates action without having to be urged on. Adapts and improves working methods in order to achieve goals. Anticipates and responds to future

needs and opportunities and seizes opportunities when they arise. Anticipates problems and pro-actively develops contingency plans accordingly. Keeps current on emerging job-relevant trends and issues.

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.

Teamwork

Is committed to the team and its goals. Does fair share and is an effective contributor. Fills in for or assists fellow team members when necessary. Develops and maintains productive working relationships within the team. Willingly shares knowledge, skills and job-relevant information. Actively participates in team meetings without monopolizing it or reducing the importance of other team members. Encourages and considers others' ideas, opinions and suggestions. Actively involves self in team activities, and contributes positively towards team spirit and morale. Works effectively in cross-functional project teams (when required).

Desirable Experience and Knowledge Base

- Associate's degree (A. A.) or equivalent from two-year college or technical school in civil, chemical, or environmental engineering or related field; or six months to one year experience in solid waste disposal or landfill construction, construction engineering, environmental engineering, enforcement of solid waste regulations, or a related area related experience and/or training; or equivalent combination of education and experience.
- Working knowledge of Microsoft Office and CAD.
- Principles of solid waste facility operations.
- Principles of inspection and construction monitoring.
- Soil mechanics and geology.
- Applicable County, State, and Federal laws, codes, and ordinances related to the proper operation of solid waste management and landfill facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related public works systems.
- Field and laboratory water and soil testing procedures.
- Utilization of computers and computerized information systems.
- Sound customer service practices and procedures.
- Leachate and groundwater system operations and maintenance.
- Operations of office equipment
- Operation of surveying equipment
- Review construction plans and specifications for feasibility and compliance with local, state, and federal regulations.
- Detect discrepancies between approved specifications and actual construction.
- Read, understand, and interpret laws, rules, regulations, and policies, which impact the operation of landfills and associated facilities.
- Identify malfunctions and problems with landfill systems such as leachate control, groundwater control, storm water run-off and related systems.
- Identify and initiate corrective actions for landfill operations, which are not in compliance with applicable laws, contract agreements, or sound operating principles.
- Oversee basic maintenance and repairs of pumps and wells.
- Collect and analyze or transmit samples of soils, groundwater, surface water, and other landfill materials.
- Collect data and assist with the preparation of comprehensive technical reports.
- Effectively represent Authority policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Provide minor construction maintenance

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. 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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employee must be able to wear personal protective equipment including ear and eye protection, respirator, Tyvex suit or coveralls, latex, rubber or leather gloves, hardhat, rain protection, and steel toe boots.

Work Environment - While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and risk of radiation, explosives, and high noise level. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Will be required to o respond to work sites beyond normal working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills

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

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

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

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