JOB DESCRIPTION

JOB TITLE:	HHW Maintenance Worker I/II	**DEPARTMENT:**	HHW
REPORTS TO:	Household Hazardous Waste Technician	**FLSA STATUS:**	Non-Exempt
PREPARED DATE:	January 2004	**APPROVED DATE:**	March 18, 2004
REVISION DATE:	May 2012		

SUMMARY

Under the direction of the Household Hazardous Waste (HHW) Technician, performs skilled maintenance, repair work at Authority Household Hazardous Waste collection facilities including equipment maintenance and assists with specialized assignments including maintenance work at other Authority locations. Assignments may include intense physical labor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Other duties may be assigned.)

General Responsibilities - Performs maintenance duties as directed including repair and maintenance of facilities and equipment, preventative maintenance, and grounds maintenance; operates equipment and tools such as forklift, hand and power tools, compressor, power winch, pumps can crusher, and other related equipment and tools; assists HHW Technician with special assignments. Receive, inspect and assess incoming household hazardous waste material for identification and separation; maintains personal protective equipment; loads and unloads equipment and materials; maintains logs; mixes latex paint; responds to customer inquiries in person and by telephone. May extract Freon, mercury switch, thermostat and capacitor, as required by law, prior to appliance demolition. Accept Commercially Exempt Small Quantity Generator (CESQG) material, inventory and process invoices and payments. Attends meetings or events outside normal work hours and location as required.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

HHW Maintenance Worker I/II

- Acts as HHW Technician in his/her absence.
- Demonstrates advanced technical knowledge, greater independent judgment, and a broader scope of responsibility.

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).

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

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.

High School Diploma or GED is required. 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. Bilingual in English/Spanish is desirable.

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.

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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