

**TOWN OF
APPLE VALLEY, CALIFORNIA**

AGENDA MATTER

Subject Item:

APPROVE RESOLUTION ESTABLISHING PART-TIME STAFF POSITION TO ACCOMMODATE EXPANSION OF HOUSEHOLD HAZARDOUS WASTE SERVICE HOURS.

Summary Statement:

As part of its compliance with AB 939, the Town of Apple Valley provides free drop off of household hazardous waste (HHW) for residents at the Public Works Yard on the first and third Saturday of each month between 10 a.m. and 2 p.m. The HHW Collection Center operates under contract with San Bernardino County Fire HHW which arranges for the collection, transport and appropriate disposal of the waste. During the current fiscal year, the Town will pay County Fire HHW \$72,811 for this service which also includes indemnification of the Town in the event environmental mitigation of some type is required for any of the waste in the future.

Employees of Apple Valley who work the HHW center receive training from County Fire HHW in safe handling of hazardous wastes. Because the Center is open on Saturdays, Town employees who staff HHW are receiving overtime pay at time-and-a-half. This makes the personnel costs to operate the center significant. Personnel costs for operating the Center from July through December of 2008 (12 openings), totaled \$6,859. Work release crews are also used for some of the work which has helped to keep personnel costs down.

In 2007-08, the County reported that 2,765 Apple Valley residents safely disposed of over 102 tons of hazardous waste. The sheer number of citizens using the facility can overwhelm staff and result in a long wait for customers. Cars queue up along Tonikan Road all the way to Powhatan waiting to drop off

(continued)

Recommended Action:

Authorize advertising for and hiring part-time employees to staff the Town of Apple Valley Household Hazardous Waste Collection Center on a weekly Saturday basis.

Proposed by: Diana McKeen _____ **Item Number** _____

T. M. Approval: _____ **Budgeted Item** **Yes** **No** **N/A**

materials. Up to 190 residents have dropped off hazardous waste during one four-hour opening. This is stressful both for the workers and the customers. It is important for everyone's safety that staff not be rushed to the point where hazardous materials could ever be mishandled or mislabeled.

Staff proposes that Council authorize hiring three (3) part-time employees specifically to operate the HHW facility at the basic hourly rate for the job classification every Saturday. This would lower the personnel cost to operate the HHW center and enable it to be open every Saturday instead of twice a month for approximately the same amount of money. For example, the current level of HHW availability, open 24 times a year and staffed with full-time employees, costs approximately \$16,156 in personnel expense. Using three part-time employees and one full-time employee at each HHW opening, 52 weeks a year, would cost an estimated \$16,504 in personnel expense, including the cost of required training.

These are conservative figures; additional significant savings may be created through the proposed changes. For instance, if the volume of participants at HHW moderates due to the increased service provided, the number of staff required to man the Center would decrease. Further, the schedule of the full-time employee who would oversee the part-time staff at each HHW opening could be flexed so that Saturday would be a normal work day instead of overtime. This could save the program an additional \$8,000 annually.

In accordance with Section 2.08.060 of the Town of Apple Valley Municipal Code, the Town Manager is authorized to complete such organizational changes and reorganization of offices, positions or units under his direction as may be indicated in the interest of efficient, effective and economical conduct of the Town's business. The Town Manager has recommended that this change be made in order to create more efficiency within the organization while providing more service to citizens.

Attached to this document is Resolution No. 2009-00 that lists the proposed change. Based on the foregoing, staff recommends adoption of the following resolution.

HHW Proposed Personnel Budget
Open each Saturday - 52 openings annually
10 a.m. - 2 p.m.

Proposed HHW format:

Part-time salary per hour	Hours per opening	*Employees per opening	Personnel cost per opening	Annual	Training hours per worker	Total training cost	Personnel cost 1st year
\$10	5	3	\$150	52	32	\$96	\$7,896
\$12	5	3	\$180	52	32	\$1,152	\$10,512
Overtime salary per hour (average) \$32	5	1	\$160	52	9	\$288	\$8,608
						TOTAL or TOTAL	\$16,504 \$19,120

Current HHW format:

Actual personnel cost July - Dec 2008	5	3-5	12 openings \$6,859	24	9	\$2,438	Projected annual cost \$16,156
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* This assumes that four employees would work each opening. However, if HHW were open weekly, participant numbers may allow the Center to operate safely with only three employees working – one salaried and two part-time. Further, if the full-time employee's schedule were flexed allowing him to work Saturday as a regular or on-call day with Sunday-Monday off for his weekend, the program would save the expense of the overtime.

RESOLUTION NO. 2009-25

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY AMENDING THE EMPLOYEE CLASSIFICATION PLAN AND THE SALARY SCHEDULE.

WHEREAS, the Town Council of the Town of Apple Valley has established a salary schedule for positions within the Town of Apple Valley; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the existing salary schedule and Classification Plan of the Town of Apple Valley.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The at-will position of Household Hazardous Waste Technician is hereby created in accordance with Exhibit A at an hourly rate of pay. This position shall be part-time and not entitled to any benefits.
2. Said resolution shall become effective on June 23, 2009
3. All resolutions or parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

PASSED, APPROVED AND ADOPTED THIS 23rd DAY OF JUNE 2009.

MAYOR

ATTEST:

TOWN CLERK



Exhibit A

June 2009

FLSA: PART-TIME; NON-EXEMPT

HOUSEHOLD HAZARDOUS WASTE CENTER OPERATOR

DEFINITION

Under general supervision, and after training, performs a variety of duties relating to operation of the Town's Household Hazardous Waste (HHW) Collection Center including loading and unloading materials from vehicles, sorting and packaging waste, setup and closing of the Center, and basic recordkeeping related to Household Hazardous Waste Collection Center operations.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from a full-time Public Works employee. No supervision of staff exercised.

CLASS CHARACTERISTICS

This is the entry level in a specialized class of positions at the Town's Household Hazardous Waste Collection Center, being distinguished by the more limited ability to perform the duties as required without immediate supervision.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserve the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Attends 32 hours of training at San Bernardino County Fire HHW and passes requisite test for HHW operators.
- Opens HHW Collection Center on scheduled dates and ensures the area is clean and ready for customers.
- Obtains customer information on appropriate HHW forms as part of required records keeping prior to accepting waste.
- Exercises reasonable judgment to ensure waste was generated from household use.
- Unloads customer vehicles of household hazardous waste.
- Safely and accurately packages wastes for transport in accordance with County procedures as outlined in the San Bernardino County Fire Department Household Hazardous Waste "Satellite Facility Operations Manual."
- Checks incoming motor oil with combustible gas indicator for presence of volatile substances.
- Stores incoming cathode ray tubes (CRT) on pallets and pack appropriately for transportation.
- Contacts appropriate emergency response personnel and designated Town staff in the event of a hazardous materials spill.

QUALIFICATIONS

Knowledge of:

- Basic shop arithmetic.
- English usage and vocabulary.

- Safe working practices and procedures.
- Safe driving rules and practices.
- Appropriate personal protective equipment and levels of protection required.
- Basic maintenance principles, practices, tools and materials related to the assigned area.
- Principles and practices of good customer relations.

Ability to:

- Safely lift and carry up to 50 pounds.
- Ability to walk, stand, bend and reach for extended periods
- Work out of doors in extreme hot and cold weather conditions.
- Ability to communicate effectively.
- Maintain accurate customer logs on incoming household hazardous waste.
- Maintain accurate customer logs for incoming electronic waste and cathode ray tube (CRT) devices.
- Follow designated procedures of County Fire HHW to safely handle, categorize, and pack household hazardous waste.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying.

Equivalent to the completion of the twelfth (12th) grade and completion and certification of San Bernardino County Fire Household Hazardous Waste workers training.

PHYSICAL DEMANDS

Must possess sufficient strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces around machines, and to climb and descend ladders; strength and mobility to unload materials weighing up to 50 pounds from vehicle trunks, passenger trucks and trailers; vision to read printed materials and manuals; hearing and speech to communicate in person and over the radio; ability to bend, stoop, kneel, reach and climb. Employees must possess the ability to lift, carry, push and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work out of doors and are exposed to cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazardous and hazardous physical substances and fumes. Employees may interact with upset public and private representatives and contractors in the course of their duties, and must maintain a professional demeanor at all times.