



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 general 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 DUTIES** (Illustrative Only)

*Management reserves 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 and 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. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) 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.