



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 572.2

Job Title: **Household Hazardous Waste Technician Supervisor**

Pay Grade: 21

GENERAL SUMMARY:

Supervises and coordinates Hazardous Household Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, donating, shipping, etc. of Hazardous Household Waste (HHW) to ensure compliance with local, state, and federal ordinances, statutes and regulations.

RESPONSIBILITIES:

- Identify and receive eligible HHW from residents; pre-sort, bulk, lab pack, label and manifest wastes;
- Maintain proper storage of drums and containers; prepare, seal and label materials for shipment.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Supervises, plans, organizes, and trains personnel in a wide range of task, including: inspecting, receiving, segregating, packaging, storing, donating, shipping, etc. of HHW to ensure compliance.
- Responsible for coordinating pick-up and ship-out of materials from ESC.
- Provide HHW educational information and materials to residents.
- Perform and schedule cleaning and maintenance duties and related projects to maintain clean, safe and orderly work conditions in the facility.
- Plan, organize and maintain a used product exchange/chemical reuse area;
- Assist in seeking outlets for materials collected; identify opportunities to grow and expand services offered to residents
- Plans, coordinates and executes mobile Batteries, Oil, (Latex) Paint and Antifreeze (BOPA) collection events.
- Plans, coordinates and executes mobile and/or point of generation HHW collection events.
- Maintain a constant awareness of chemical hazards and safe handling practices.
- Responsible for coordinating facility projects and repairs.
- Performs various administrative activities, i.e. reports, presentations, data management, etc.
- Seek and manage grant funding in coordination with department manager.
- Designs and implements disaster and emergency response programs.
- Orders and maintains inventory of supplies and equipment.
- Assists in formulating and preparing budget and cost analyses for HHW and related programs.
- Evaluate incidents for safety and recommend safety improvements.
- Works in the field, as necessary, to complete daily tasks.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- May represent the department to internal and external stakeholders.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Chemistry, Biochemistry, Toxicology, Industrial or Laboratory Science, or a related field.

EXPERIENCE:

Two (2) years of pollution/environmental control experience are required.

License: Must have 40-hour HAZWOPR training and a valid forklift certification.

A valid Texas driver's license and compliance with the City of Houston's policy (A.P. 2-2) on driving is required.

Substitution: Pollution/environmental control experience, at the professional level, may be substituted for the education requirement, on a year-for-year basis. No substitutions for experience.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The manager generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:**Direct Supervision:**

Involves scheduling, supervision, and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, and pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:**Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and managers. Interaction requires moderate tact and cooperation; e.g., scheduling, coordinating, resolving problems and/or obtaining necessary information.

External Contacts:

Level of external contact is primarily with citizens, owners, operators, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

PHYSICAL EFFORT:

This position routinely requires frequent lifting of heavy containers (up to 50 pounds), and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate levels of heat, cold, moisture/wetness, unpleasant air conditions, pollution, and odors. Frequent bending, walking, standing, sitting, reaching, lifting, and carrying, ascending/ descending stairs and slopes. The position may involve routine exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns. Occasionally exposed to intermittent or continued loud and insistent

noises. Wears personal protective equipment, occasionally including a full-face respirator.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:

- Household Hazardous Waste Technician
- Senior Household Hazardous Waste Technician
- Household Hazardous Waste Technician Supervisor

Effective: October 2019