



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 572.0

Job Title: **Household Hazardous Waste Technician**

Pay Grade: 10

GENERAL SUMMARY:

Performs a wide range of basic 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:

- Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
- Accept wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
- Directs and controls the flow of vehicles through the Environmental Service Center (ESC) for the safe unloading of materials.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Insure safety and housekeeping procedures are followed.
- Performs hazardous classification testing of unknown materials and identifying compatible waste.
- Assists with sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
- Assist the public with HHW inquires and finds disposal options for household materials.
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Performs various administrative activities.
- Performs disaster and emergency response activities.

SPECIFICATIONS:

KNOWLEDGE:

High school diploma or G.E.D. is required.

EXPERIENCE:

No experience is required.

License: Must become 40-hour HAZWOPR trained within two months and obtain forklift certification within six months.

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

Substitution: No substitutions for education, experience, or certifications.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytic ability is required to

select and execute actions.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:

Errors in work cause minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The lead or supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is infrequent with the primary contacts being clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, directing calls, giving directions in response to simple requests.

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 involves information exchange and/or service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

This position routinely requires frequent lifting of heavy containers (up to 60 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 significant 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 coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

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