



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 572.1

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

Pay Grade: 17

GENERAL SUMMARY:

Performs 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:

- Performs and leads others in a wide range of highly specialized technical 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.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Ensures proper sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
- Under general supervision from HHW Supervisor provides work coordination and direction for other staff assigned to the Environmental Service Center (ESC).
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Directs and controls the flow of vehicles through the Environmental Service Center (ESC) for the safe unloading of materials.
- Insure safety and housekeeping procedures are followed.
- Assists in coordinating and executing mobile Batteries, Oil, (Latex) Paint and Antifreeze (BOPA) collection events.
- Assists in coordinating and executing mobile and/or point of generation HHW collection events.
- Performs various administrative activities such as maintaining and updating a variety of records for submission of periodic reports, providing information to residents on the proper handling of HHW; etc.
- Performs disaster and emergency response activities.
- May order and maintain inventory of supplies and equipment.
- May coordinate, schedule, and monitor work assignments to ensure work order completion and a safe environment.
- May lead and train less skilled technicians.

SPECIFICATIONS:

KNOWLEDGE:

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

EXPERIENCE:

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

License: Must have 40-hour HAZWOPR training and 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: No substitutions for education, experience, or certifications.

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 moderate to limited supervision with standard operating procedures. The incumbent functions autonomously, with the supervisor available to answer questions more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:

May involve general scheduling and review of work as a "working supervisor" or lead person. Although not a supervisory classification, occasionally a few positions may require temporary supervisory responsibilities.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is infrequent with the primarily contacts being clerical and technical staffs. Interaction requires information exchange and services activities requiring moderate tact and cooperation.

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 moderate tact and cooperation: e.g., responding to questions which require some research to provide the answer.

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 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