

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Household Hazardous Waste Facility Manager**

**Position Control Number:** SW1085

**FLSA Status:** N

**POSITION DESCRIPTION**

Under general supervision, this position manages the day-to-day operations of the Household Hazardous Waste (HHW) Facility. Performs other duties as required. This position is supervised by the Solid Waste Director.

**WORK PERFORMED**

- 60% Facility Management.** Operates the Hazardous Waste Management Program including all physical handling of hazardous waste in accordance with Federal, State and local regulations. Assures continuous flow of materials through the facility to appropriate disposal options. Oversees the collection, segregation, packaging, manifesting and preparation of shipments of hazardous waste, in accordance with DOT and EPA regulations. Works with waste haulers and coordinates shipments.
  
- 15% Staff Management.** Onsite management of staff to provide leadership in implementing the Hazardous Waste Management Program. Manages staff that is on temporary assignment from other Solid Waste divisions.
  
- 10% Collection Event Management.** Organizes and prepares the facility for public use each week. Participates in Household Hazardous Waste collection events. Evaluates effectiveness of program through analysis of feedback.
  
- 10% Public Relations.** Develops and implements public information and education programs concerning waste reduction and diversion. Conducts presentations. Coordinates community collection program operations and all project activities with Solid Waste department staff. Coordinates and participates in special events and programs. Provides technical assistance to households and small businesses.
  
- 5% Data Entry/Office Management.** Maintains a computerized hazardous waste tracking system, enters data and generates waste analysis reports. Tracks costs and reviews invoices. Maintains equipment and supplies for project operations. Organizes the acquisition of supplies, materials, equipment and labor to complete labpack/bulking projects.

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**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Microsoft Office products.

**Ability to:**

- Learn new skills.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Write reports, business correspondence and procedure manuals.
- Effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Work with and apply mathematical concepts such as fractions, percentages, ratios and proportions to practical situations.
- Make appropriate decisions independently.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Work with elected officials and administrative staff from other departments.
- Possess strong written and oral communication skills and strong computer skills.
- Communicate effectively, both orally and in writing, using the English language.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching				X	Sitting	X				Driving			X	
Pushing/Pulling				X	Bending			X		High Elevation	X			
Climbing			X		Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting-65 lbs.			X		Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment			X	
Reaching				X	Jumping	X				Exposure to Dust, Gases and Fumes				X
Lifting-65 lbs.				X	Twisting	X				Cramped Body Position	X			
Pushing/Pulling				X	Squatting	X				Sustained Positions			X	
Carrying				X	Turning			X		Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking				X	Slippery Surfaces	X			
Near Vision				X	Standing				X	Work Above Ground	X			
Far Vision	X				Sitting	X				Work Below Ground	X			
Color Vision				X	Carrying				X	Irregular Surfaces	X			
<b>VOICE</b>					Climbing			X		Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-65 lbs.				X					

**EQUIPMENT USED**

Barrel Loader  
 Personal Computer

Printer  
 Electric Drill

Fax Machine  
 Fork Lift

Truck  
 Hand Tools

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**MINIMUM QUALIFICATIONS**

- Associates Degree from an accredited college or university in Business, Business Administration, Business Management, Public Administration or closely related field. Equivalent experience in Hazardous Waste Management may be substituted for the required education on a year-for-year basis.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment drug screen, pre-employment/annual HAZWOPER physicals (including respirator certification) and a review of driving record.
- Required to lift sixty-five (65) pounds.
- Twenty-four (24) hour HAZWOPER Certification within ninety (90) days of hire. Forty (40) hour HAZWOPER Certification within one (1) year. Eight (8) hours of additional HAZWOPER training required each year thereafter.
- Required to work weekends and long hours if necessary.
- Frequently exposed to fumes or airborne particles, toxic or caustic chemicals.
- As needed, required to work outdoors in all weather conditions.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee's Signature / Printed Name	_____ Date
_____ Appointing Authority's Signature / Printed Name	_____ Date

Created: 05/04  
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