

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

Position Control Number: SW1104

FLSA Status: N

POSITION DESCRIPTION

Under direct supervision of the Household Hazardous Waste (HHW) Facility Manager, this position performs duties which include Bulking, Unloading/Sorting, Lab packing, Record Keeping, Staff/Public Education, and Facility Maintenance, prepare shipping manifests for Hazardous Materials in accordance with Department of Transportation and Environmental Protective Agency regulations. Performs other duties as requested or required. This position will be responsible for the overall management of the HHW during absences of the Manager.

WORK PERFORMED

30% Bulking. Latex Bulking: Open all paint cans to check for recyclable paint, take all like colors and mix into buckets as directed. All buckets used in the reuse program must be cleaned before usage. Stir until blended into one color, seal with a DOT approved lid for public reuse. Flammable Bulking: Open all containers, empty total contents into a 55-gallon drum for shipping. Solidify and remove any leftover liquids from each container to be recycled, including all motor oils, & cooking oils which are located outside of the facility.

20% Facility Management. In conjunction with HHW Manager, operates the Household Hazardous Waste 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. In Manager's absence, 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.

20% Unloading/Sorting. Receives and unloads materials from participants who bring hazardous waste to the facility. Sorts materials in their designated areas for handling.

5% 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.

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5% Public Relations. Conducts presentations with other department employees. Works with Facility Manager to coordinate community Collection program operations and all project activities with Solid Waste Department staff. 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.

5% Record Keeping. Maintains records of all material in the facility by categorizing them into pounds, solids, & liquids, including tracking and totaling all participants utilizing the facility through our public reuse program. Shall assist in the development of the HHW annual report.

5% Staff/Public Education. Provides staff with regular training updates on day-to-day operations, including safety practices during Saturday events. Must obtain general information regarding materials handled on an everyday basis and unknown materials brought to the HHW. Provides the public with information regarding the general services provided at the HHW through phone or personal contact.

5% Facility Maintenance. Clean up all spills immediately, sweep floors daily, wax floors as needed, service restrooms, clean around oil tanks & pick up trash on grounds outside of HHW, repair of minor plumbing & electrical problems, change filter in HVAC unit. Services equipment, drum loader, air compressor, pallet jacks, can crusher, drills and hand tools. 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 well with the general public, co-workers, 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
HANDS					BODY/TRUNK					OTHER				
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			
ARMS					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				LEGS/FEET					Electrical Hazards	X			
EYES					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			
VOICE					Climbing			X		Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
EARS					Turning			X		Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting-65 lbs.			X			X			

EQUIPMENT USED

Barrel Loader	Printer	Fax Machine	Truck
Personal Computer	Electric Drill	Fork Lift	Hand Tools

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-02).
 - 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.
- 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: 04/16

Revision History: 05/24