

METRO

Classification Description

Title: Metro Paint Operations Technician

Job Code: 0052

Pay Range: 12

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: July 2001

Revised: 2007, August 2016

Classification Summary:

Assist with the operation of the Metro Paint Facility, including research, record keeping and reporting, procuring equipment and supplies, assisting in production operations and sales and marketing under the supervision of the Paint Operations Specialist

Supervision Received:

Daily lead direction is received from the Metro Paint Operations Specialists. Overall supervision is received from the Program or Facility Supervisor.

Supervision Exercised:

May be tasked with oversight of contract workers or interns.

Distinguishing Features:

The Metro Paint Operations Technician is distinguished from the Metro Paint Operations Specialist by performing duties that assist the Specialist and working under the direction of the Specialist.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks that an employee in this classification may be expected to perform.

1. Conducts retail sales of paint, compost bins and sundry items.
2. Conducts laboratory testing on batches of paint.
3. Manages inventory and coordinates sales and donations of surplus paint.
4. Pursues new distribution options for surplus paint.
5. Assists in the Production Area including pouring and filtering paint and palletizing finished product.
6. Assists in recycling of metal cans and plastic pails.
7. Answers incoming phone calls.
8. Operates facility equipment, including lift trucks.
9. Restocks active retail area.

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10. Responds to customer complaints and processes product returns.
11. Maintains accurate inventory of retail paint stocks.
12. Maintains accurate cash till.
13. Assists with developing contracts, including writing Scopes of Work.
14. Opens and closes facility.
15. Provides assistance both in person and over the phone to customers, vendors, contractors and internal agencies regarding the Metro Paint program.
16. Identifies and properly manages hazardous material received at the facility.
17. Maintains inventory of facility and program supplies and equipment and places orders with established vendors.
18. May drive a commercial truck to transport paint and supplies.
19. Performs other duties as assigned.

Job Specifications:

High school diploma or G.E.D. and specialized training or experience in a field related to hazardous waste management or paint manufacture; or any combination of education and experience which would provide the candidate with the desired knowledge, skill and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Some knowledge of hazardous waste handling and disposal requirements
2. Some knowledge of EPA, DEQ and other regulations pertaining to hazardous waste
3. Some knowledge of environmental science
4. Knowledge of basic software programs such as Access, Excel and Word
5. Ability to establish and maintain effective working relationships with contractors, Metro staff and the general public
6. Ability to communicate effectively, both orally and in writing
7. Ability to provide quality customer service
8. Ability to work independently and as part of a team
9. Ability to operate and maintain a variety of vehicles, equipment and tools including forklift, pallet jack, dollies, cranes, hydraulic and power tools and commercial trucks
10. Ability to develop, compile and produce reports related to things such as inventory and sales

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous and/or frequent standing, handling, talking, repetitive

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motions of the hands/wrists and good general hearing. Also requires occasional walking, fingering, reaching, feeling, bending, grasping and the ability to lift and/or carry up to 60 pounds and the ability to push and/or pull up to 500 pounds using a manual pallet jack. Duties are performed both indoors and outdoors, subjecting incumbent to inclement weather conditions.