

# METRO

## Classification Description

**Title:** Hazardous Waste Specialist

**Job Code:** 0332

**Pay Range:** 16

**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580

**Established:** 1990

**Revised:** 2021

**EEO Category:** Technician

### Description

Oversee the handling of household and commercially generated hazardous wastes collected at Metro's hazardous waste facilities and satellite sites. Prioritize and oversee daily facility operations.

### Distinguishing Features

Hazardous Waste Specialists are distinguished from Hazardous Waste Technicians by the ability to direct the work of regular and temporary Hazardous Waste Technicians and by the performance of more complex work assignments, requiring in-depth knowledge of chemical and physical properties of hazardous materials and associated management issues, emergency response protocol. The Specialist is further distinguished by the responsibility to make decisions and independently perform duties with minimal supervision.

### Duties and Responsibilities

1. Directs and oversees daily activities of Hazardous Waste Technicians.
2. Receives, sorts, packages and prepares for shipment household and commercially generated hazardous waste pursuant to DOT, ODEQ, and OSHA regulations.
3. Determines the regulatory status of waste materials as required by DEQ in order to authorize the acceptance of hazardous wastes at collection facilities and event sites.
4. Identifies unknown materials using wet chemistry analysis techniques to determine the hazard class for proper disposal.
5. Trains full time technicians, temporary employees and interns.
6. Coordinates with site contractors to investigate improper and/or illegal waste disposal in the transfer station.
7. Prepares transportation manifests, maintain associated records and make arrangements with waste disposal contractors for shipments of hazardous waste.
8. Assists supervisor in ensuring all record keeping, reporting functions and facility operations are in compliance with applicable federal, state and local laws and regulations.
9. Works with local governmental agencies and business to organize satellite collection events.
10. Operates a Conditionally Exempt Small Quantity Generator waste collection program.
11. Provides technical and educational information to the public. Addresses customer questions or concerns.

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12. Coordinates and responds to emergencies and chemical releases. Reviews, amends and authorizes non-routine task safety plans.
13. Operates and diagnoses problems with complex mechanical equipment used in waste processing and facility operation.
14. Assists supervisor in developing and managing FTE work schedules, requests for time off and submission of temporary employee and intern time records.
15. Coaches employees who fail to meet expectations for assigned tasks.
16. Develops contracts with vendors and contractors, obtains bids for goods and services, reviews proposals, and authorizes staff supply purchase requests.
17. Assesses the safety risks of incoming hazardous wastes and staff assignments then provide direction to staff accordingly.

#### **Secondary Functions**

1. Performs other related duties as assigned.

#### **Job Specifications**

##### **Education/Licensing and Experience**

Bachelor's degree in chemistry, environmental science, engineering, public administration or closely related field; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job. Possession of a valid Oregon Driver's license. May be required to obtain an Oregon Commercial Driver's License within three months of hire.

##### **Knowledge, Skills and Abilities**

- Hazardous waste handling and disposal requirements
- Federal, state and local regulations and reporting requirements, including those of the DEQ, EPA and OSHA
- Environmental sample collection methods
- General chemistry, chemical analysis and chemical and physical properties of hazardous materials
- Maintain, repair and calibrate air monitoring and radiation detection equipment
- Supervisory principles and practices
- Set work priorities, direct, guide and motivate subordinates
- Basic software programs such as Access, Excel and Word
- Establishing and maintaining effective working relationships with government agency representatives, contractors, haulers, Metro staff and the public
- Communicate effectively, both orally and in writing
- Provide quality customer service
- Work independently and as part of a team
- Work outdoors in all types of weather conditions
- Interpret complex regulations regarding hazardous waste characterization, disposal and transport

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- Operate all tools and equipment in a safe manner consistent with procedures and training. This includes, but it is not limited to: Metro vehicles, material handling equipment, waste processing equipment, monitoring equipment, and hand tools. This position requires the ability to obtain and maintain Metro forklift certification.
- This position requires a high level of situational awareness to ensure your own safety and the safety of those on site during busy operations involving site traffic, heavy equipment, hazardous materials, and emergency situations.

#### **Supervision Received**

Supervision is received from the Program or Facility Supervisor

#### **Supervision Exercised**

Provides lead direction to Hazardous Waste Technicians

#### **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. Incumbents are often required to perform the elements of this position while encumbered by protective equipment or clothing. This is a highly physical position and may require frequent or continuous standing, stooping, bending, twisting, walking, talking, sitting, fingering, grasping, handling and good general hearing. May also require occasional reaching, feeling, repetitive motions of the hands/wrists, kneeling, climbing, and the ability to lift and/or carry up to 50 pounds and push and/or pull up to 1500 pounds. Incumbent may be exposed to inclement weather conditions.

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*The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*