

METRO

Classification Description

Title: MetroPaint Operations Specialist

Job Code: 0063

Pay Range: 16

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: July 2001

Revised: July 2021

EEO Category: Technician

Description

Oversee the daily operation of the MetroPaint Facility. Prioritize daily activities and direct the work of MetroPaint Operations Leads, Technicians and variable hour staff.

Distinguishing Features

This position is distinguished from the MetroPaint Operations Lead and MetroPaint Operations Technicians by the minimum requirement of 2 years' experience in Paint manufacturing or paint recycling, required experience in all areas of operations in the MetroPaint facility and the performance of more complex work assignments including authoring and managing contracts and other special projects.

Duties and Responsibilities

1. Oversees the operation of processing and repackaging of post-consumer paint.
2. Directs and oversees daily activities of MetroPaint staff, including establishing work assignments, conducting training as needed, and scheduling assigned staff.
3. Oversees and conducts sales and marketing of recycled latex paint to public, commercial, non-profit and government agencies.
4. Identifies and properly manages hazardous material received at the facility.
5. Provides assistance both in person and over the phone to public, commercial, non-profit and governmental agencies regarding Metro recycled paint program.
6. Oversees and conducts maintenance of facility production equipment.
7. Communicates with other facility leads and specialists to collaborate on shared work and projects.
8. Researches and prepares contracts and purchase orders for materials and equipment.
9. Researches and develops new processes and procedures for program area.
10. Drafts correspondence and performs data input utilizing personal computer.

Secondary Functions

1. Provides information to national, state and local government agencies regarding establishing recycling latex paint programs.
2. Operates booths at trade shows and conducts speaking engagements on recycled paint program.
3. Performs other related duties as assigned.

Job Specifications

Education/Licensing and Experience

METRO

Classification Description

Minimum 2 years of experience in paint manufacturing or paint recycling. Experience in every area of facility operations including Processing, Processing Support, Production, Lab, Shipping and Sales; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Knowledge, Skills and Abilities

- Hazardous waste handling and disposal requirements
- Software programs such as Outlook, Excel and Word
- Supervisory principles and practices
- Establish and maintain effective working relationships with contractors, governmental agencies, Metro staff and the general public
- Set work priorities, direct, guide and motivate staff
- Communicate effectively, both orally and in writing
- Provide quality customer service
- Operate and maintain a variety of vehicles, equipment and tools including forklift, pallet jack, dollies, cranes, hydraulic and power tools and commercial trucks.

Supervision Received

Supervision is received from a Program Supervisor or Manager

Supervision Exercised

Lead direction is exercised over MetroPaint Operations staff

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 fingering, talking, sitting, handling and good general hearing. Also requires occasional standing, walking, reaching, feeling, repetitive motions of the hands/wrists, bending, grasping and the ability to lift and/or carry up to 60 pounds and the ability to push and/or pull up to 3,750 pounds using a pallet jack. Incumbent may be exposed to inclement weather conditions.

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.