

# METRO

## Classification Description

**Title:** Metro Paint Operations Technician I

**Job Code:** 0052

**Pay Range:** 12

**FLSA Status:** Non-exempt

**Bargaining Unit:** AFSCME 3580

**Established:** October 2021

**Revised:** 2007, 2016, Oct 2021

### **Classification Summary**

Perform duties for the operation of the MetroPaint facility in any of the following program areas: Processing, Production, Retail, Shipping, Support, Lab, and Maintenance. The MetroPaint Operations Technician will be required to spend the majority of their time in processing operations.

### **Distinguishing Features**

Not Applicable

### **Supervision Received**

Daily lead direction is received from an Operations Technician II or an Operations Specialist. Overall supervision is received from the Supervisor or Manager.

### **Supervision Exercised**

May be tasked with oversight of Variable Hour staff, contract workers, and interns.

### **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.

#### **Processing Operations**

- Manually identify, sort, and bulk quarts, gallons and five gallon containers of feedstock latex paint into IBC Totes.
- Manually identify, sort, and store hazardous material received at the facility for future shipping and disposal or recycling.
- Perform regular cleaning and preventative maintenance of processing area and equipment.
- Prepare metal and plastic paint containers for recycling.

#### **Production Operations**

- Filter, chemicalize, and package recycled latex paint for retail sales, wholesale, and donations.
- Perform regular cleaning and preventative maintenance of production area and equipment.
- Accurately document all phases of paint batch production for proper records management.

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- Maintain inventory of Production supplies and elevate procurement needs to a MetroPaint Operations Technician II, Specialist, or Supervisor.

#### **Retail Operations**

- Operate Cash register and Point of Sale system to conduct retail sales, returns, wholesales, and donations of paint and sundry items.
- Maintain accurate inventory and stock of paint, supplies, and sundry items in all retail areas.
- Receive incoming paint from the public in accordance with Paint Care collection standards.
- Provides superior customer service and assistance to the public, vendors, contractors, and internal agencies via phone, email, or in person regarding all aspects of the MetroPaint program.

#### **Shipping Operations**

- Safely utilize and operate lift trucks and pallets jacks for the majority of duties.
- Assist in the shipping and receiving of operation materials in accordance with standard operating procedures, safety protocols, and DOT regulations.
- Ensure accurate documentation, reporting, and filing of shipping manifests for incoming and outgoing materials to the facility.
- Assist in the management, storage, and inventory of incoming latex paint for the purpose of Processing Operations.

#### **Support Operations**

- Assist in Processing Operations by ensuring they have a consistent supply of wire cages, pallets, or boxes of paint containers to be sorted and bulked into IBC totes.
- Assist in the management of the filling IBC paint totes, garbage tippers, and garbage drop box from Processing Operations.
- Provide consistent communication with Processing Operations regarding when totes/sinks and garbage containers need to be changed out and for tracking data.
- Assist in the daily accurate documentation of all Processing Operations data.
- Safely utilize and operate lift trucks and pallets jacks for the majority of duties.

#### **Lab Operations**

- Perform quality and control laboratory testing and color matching on batches of paint utilizing various tools, equipment, and software.
- Accurately document all phases of laboratory testing for proper records management.
- Coordinate with Processing, Production, and Retail for color sorting changes, paint batch development, and special color orders.
- Maintain sufficient inventory of lab testing supplies, proper function of lab equipment, and elevate procurement or calibration needs to a MetroPaint Operations Specialist or Supervisor.

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### **Maintenance**

- Assist with minor maintenance of operation equipment under the direction of a staff member in a higher classification.

### **Secondary Job Functions**

- May drive a commercial truck or passenger vehicle to transport paint, supplies, and staff if all necessary certifications and licenses are obtained and kept up to date.
- Performs other duties as assigned.

### **Job Specifications**

High school diploma or G.E.D. and one year of experience in paint recycling or paint manufacturing; or any combination of education and experience that provides the applicant with the desired knowledge, skills and ability required to perform the job.

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

- Some knowledge of hazardous waste handling and disposal requirements.
- Knowledge of basic software programs such as Outlook, Excel and Word.
- Ability to establish and maintain effective working relationships with Metro staff, contractors, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to provide quality customer service.
- Ability to work independently and as part of a team.
- Ability to remain calm in stressful situations.
- Ability to safely operate a variety of vehicles, equipment and tools including forklifts, pallet jacks, dollies, and hydraulic, pneumatic, and power tools.

### **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.*