

Classification Description



Title: Hazardous Waste Specialist
Department: WPES
Job Code: 0332
Pay Range: 17
FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580
Established: 1990
Revised: 2021, 8/2023
EEO Category: Technician

CLASSIFICATION 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 variable hour 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 of these materials. The Specialist is further distinguished by their knowledge of emergency response protocol and the responsibility to make decisions and independently perform duties with minimal supervision. Hazardous Waste Specialists routinely work out of class filling in for Hazardous Waste Supervisors in their absence.

DUTIES AND RESPONSIBILITIES

1. Directs and oversees daily activities of Hazardous Waste Technicians including identification and assignment of daily tasks including daily opening and closing checklist completion.
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 technicians, both permanent and variable hour. Maintains Staff training documentation, schedules medical monitoring exams, tracks training with databases.
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 program coordinator or supervisor with organizing and implementing satellite collection events.

9. Assists supervisor in ensuring all record keeping, reporting functions and facility operations are in compliance with applicable federal, state and local laws and regulations.
10. Operates a Very Small Quantity Generator (VSQG) waste collection program.
11. Provides technical and educational information to the public. Addresses customer questions or concerns and demonstrates conflict resolution skills.
12. Coordinates and responds to emergencies and chemical releases. Reviews, amends and authorizes non-routine task safety plans. Performs Daily Situational Reports to Site Superintendents and Hazardous Waste Supervisors.
13. Operates and identifies problems with complex mechanical equipment, including material handling and emergency response equipment, vehicles, and equipment used in waste processing and facility operation.
14. Assists supervisor in developing and managing employee work schedules.
15. Coaches and mentors employees.
16. Develops contracts with vendors and contractors, obtains bids for goods and services, reviews proposals, authorizes staff supply purchase requests, and follows Metro's p-card and cash handling policies and procedures.
17. Assesses and communicates the safety risks of incoming hazardous wastes then provides direction to staff accordingly.
18. Ensures that incident reports are completed and submitted in a timely manner.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable

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work rules; applicable law and collective bargaining agreements as appropriate.

3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Bachelor's degree in chemistry, environmental science, engineering, public administration or closely related field or,
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Special Requirements:

- Possession of a valid Oregon Driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.
- Obtain and maintain Metro forklift certification.
- May be required to obtain an Oregon Commercial Driver's License within three months of hire.

Knowledge, Skills and Abilities:

- Knowledge of hazardous waste handling and disposal requirements.
- Knowledge of federal, state and local regulations and reporting requirements, including those of the DEQ, EPA and OSHA.
- Knowledge of environmental sample collection methods.
- Knowledge of general chemistry, chemical analysis and chemical and physical properties of hazardous materials.
- Skill in maintaining, repairing and calibrating air monitoring and radiation detection equipment.
- Skill in supervisory principles and practices.
- Ability to set work priorities, direct, guide and motivate subordinates.
- Ability to utilize Software programs such as Access, Excel, Outlook and Word.
- Ability to establish and maintain effective working relationships with government agency representatives, contractors, haulers, Metro staff and the public.
- Ability to communicate effectively, both orally and in writing across all Metro communication methods.
- Ability to provide quality customer service.
- Ability to work independently and as part of a team.
- Ability to work outdoors in all types of weather conditions.
- Ability to interpret complex regulations regarding hazardous waste characterization, disposal and transport.

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- Ability to operate all tools and equipment in a safe manner consistent with procedures and training.
- Ability to maintain confidentiality.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.

SUPERVISION RECEIVED

- Supervision is received from Facility Supervisors.

SUPERVISION EXERCISED

- Provides lead direction to Hazardous Waste Technicians.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- Incumbents are often required to perform the elements of this position while encumbered by protective equipment or clothing.
- Operate Metro vehicles, material handling equipment, waste processing equipment, monitoring equipment, and hand tools.

WORK ENVIRONMENT

- 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 1000 pounds.
- 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.
- 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 accommodation may be made to enable qualified individuals with disabilities to perform the essential duties.