



Solid Waste Program Assistant

Category: Classified
Pay Grade: C19
Job Code: 16960

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs technical work assisting in all phases of the Solid Waste Department's specialized recycling and waste reduction programs; provides support services to other programs within the Solid Waste Operations Department as needed; assists the Solid Waste Specialist and Solid Waste Program Manager with the operation of the Household Electronics and Chemical Collection Program (HEC3), Yard Waste Recycling Program, and the Recycling Drop-off Centers; works with known and unknown hazardous chemicals.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Assists Solid Waste Specialist with the HEC3, Yard Waste Recycling Program, and the Recycling Drop-off Centers;
- Sorts household chemical waste into the proper classifications for shipping in compliance with DOT regulations;
- Lab packs drums per DOT regulations and completes paperwork in accordance with Federal Guidelines;
- Lifts and sorts electronics and places them in their proper storage areas;
- Maintains records and completes reports assigned by the Solid Waste Specialist or Program Manager;
- Operates heavy equipment and trucks in association with the yard waste recycling program and the transportation of hazardous waste;
- Assists Solid Waste Specialist in budget development and administration by tracking expenditures for program and grant budgets and producing a variety of statistical reports;
- Responds to public inquiries via telephone, walk in visitors, and at Mobile Collections;
- Maintains recycling drop-off sites by policing for litter, mowing, and other landscaping maintenance tasks;
- Audits and maintains recycling containers;
- Collects and maintains environmental data used to monitor and operate the yard waste recycling program;
- Sets up and manages smaller scale hazardous waste collections at businesses and residential facilities;
- Greets and assists customers;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Three (3) years of experience in recycling and field related to solid waste operations; or an Associate's degree with coursework in chemistry or other environmental science, and one (1) year of experience described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Commercial Driver's License "A" and Hazardous Waste endorsement, within six months of hire.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

- Hazardous Waste Operator and Emergency Response (HAZWOPER) certification (29 CFR 1910.120) within six months of hire.
- Department of Transportation (DOT) Hazardous Materials/Waste Transporter Certification within six months of hire.
- Experience in Hazardous Materials, Chemistry or Solid Waste programs.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of solid waste and recycling methods, procedures, and equipment;
- Knowledge of chemical incompatibilities and ability to recognize indicators of unstable chemicals through visual inspection and take the appropriate response actions;
- Knowledge of environmental impact of hazardous waste on ground water, surface water, and air quality;
- Knowledge of environmental related codes, laws, ordinances, rules, and regulations affecting Solid Waste Management operations;
- Knowledge of D.O.T. requirements for hazardous waste;
- Knowledge of chemistry and the ability to read and understand material safety data sheets and other manuals related to chemical hazards;
- Knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace, and laboratory work;
- Knowledge of first aid and CPR.
- Skill in the use of a personal computer and knowledge of related word processing, spreadsheet, and database software.
- Ability to operate payloaders, forklift, and small hand-held equipment;
- Ability to lift 50 pounds;
- Ability to communicate clearly and concisely, orally and in writing, and maintain composure under stressful conditions;
- Ability to explain recycling and waste reduction and other solid waste programs and procedures both in person and by telephone;
- Ability to sort chemicals into proper waste categories;
- Ability to work in adverse weather conditions, including prolonged heat and in a warehouse environment;
- Ability to use or repair small and medium equipment and machinery.

PHYSICAL/MENTAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** sufficient to communicate effectively with other individuals in person and over a telephone.

- **Mental Acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Stooping:** Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.