

CITY OF HELENA



Position Title: Special Waste & Refrigeration Tech/Operator III

Department: SW/Recycling

Grade: 139

FLSA: Non-Exempt

DEFINITION

The Special Waste Technician performs skilled maintenance work and operates and maintains specialized refrigerant removal and recovery equipment in addition to a wide variety of other solid waste equipment. Recovers, prepares and transports a variety of refrigerants to market. Responsible for accurate record keeping and data accumulation for refrigerant removal and recovery in accordance with DEQ and EPA guidelines. Responsible for organizing and overseeing waste reduction and pollution prevention efforts within the division, coordinating with the Solid Waste Recycling/Scale Supervisor and Solid Waste Supervisor to accomplish division goals.

Has primary responsibility for recycling collection, handling and transportation and acts as initial contact for individuals recycling. This individual will drive and operate commercial vehicles and perform manual labor associated with collection and quality control. Duties also include maneuvering metal containers, picking up recyclables, operating the recycling truck, picking up blue bags, monitoring and maintaining the recycling containers and waste oil site, cardboard recycling collection, monitoring and maintenance of the composting and white goods collection areas, assisting with the Special Waste Program, Recycling Round-Up other special events and doing recycling container maintenance and repairs as needed. The individual in this position will also interact closely with the public; assisting the Solid Waste Recycling/Scale Supervisor with education and publicity. They will also work closely with the Solid Waste Recycling/Scale Supervisor in the budget preparation process for the department.

SUPERVISION RECEIVED

Supervised by the Solid Waste Recycling/Scale Supervisor.

SUPERVISION EXERCISED

Has responsibility for overseeing summer help, assigning job duties and developing daily work schedules. Participates as the Lead Person in the absence of the Solid Waste Recycling/Scale Supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Act as primary contact for commercial and residential recycling; providing assistance and information on recycling, waste reduction and placement of recycling containers.

Drive and operate a front-loading commercial sanitation truck in the collection of corrugated cardboard.

Drive and operate the 1 ½ ton recycling truck both in the collection of blue recycling bags and in the process of collecting compostables and other recyclable items.

Drive and operate roll-off truck hauling both recyclables and compostables as needed to appropriate location.

Monitor and service the recycling roll-offs including placement, maintenance, quality control and emptying it as necessary.

Monitor and service recycling glass containers at the Transfer Station making sure that they are emptied when necessary; helping citizens within the recycling area and assisting with public education and quality control.

May extract and transport used waste oil to other city facilities.

Monitor, clean and maintain special waste collection sites including waste oil, antifreeze, automotive batteries, tires, etc. at the Transfer Station, assuring that all waste meets household hazardous waste criteria.

Maintain and monitor composting operation.

Important & Essential Duties cont.:

Assist with Special Waste Program; helping local businesses to do waste audits and minimize hazardous waste.

Remains in contact with Solid Waste Recycling/Scale Supervisor verbally and via two-way radio.

Maintains a good working relationship and communication with businesses on scheduling loads of recyclables to destinations.

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Maintains effective communication and coordination with the Solid Waste Supervisor and employees of the Solid Waste Division.

Assist in preparation and maintenance of all types of recycling containers and equipment.

Maintain and repair recycling containers as needed.

OTHER JOB RELATED DUTIES

Other duties as may be assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

Conduct business according to all standard operating procedures (SOP).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods and techniques of container maintenance and repair.

Basic principles of record keeping.

Skill to:

Must be skilled in driving large trucks and operating equipment.

Inspection, identify, remove and store refrigerant from discarded containers received at the Transfer Station.

Perform routine maintenance on Refrigeration Recovery Equipment.

Prepare and maintain accurate records on all refrigeration units containing refrigerant indicating the amount and when recovered and final disposition.

Maintain the Quality Control of Commodities by being able to identify hazardous and other materials that have been dropped off at the incorrect location.

Ability to:

Must be able to identify and distinguish between different refrigerants, contaminated and toxic refrigerants.

Must be able to communicate effectively verbally and in writing.

Must be able to deal with the public effectively under adverse conditions.

Must be able to work alone and with others, be self-motivated and work with little or no supervision.

Deliver recovered refrigerant to final destination.

Ability to cont.:

Provide service for all aspects of waste reduction and recycling programs including operating commercial sanitation trucks, recycling truck, roll-off truck in addition to manual labor.

Monitor used oil and antifreeze levels.

Participate in EPA audits with regard to records and procedures.

Monitor automotive batteries, glass, White Goods, tires and deliver to recycling destinations around the State as needed.

Prepare orders for new refrigeration equipment and parts.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with non-constraining disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand, talk, hear, walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must frequently lift and/or move up to 50 lbs and occasionally lift and/or move up to 80 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee regularly works outside in all weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high precarious places and may be routinely exposed to fumes or airborne particles, toxic, caustic or flammable chemicals, risk of electrical shock, and explosive work environment.

The noise level in the work environment is usually loud.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Minimum of one-year experience in working with public and one years' experience in operation and maintenance.

Training:

High School graduate or equivalent.

License or Certificate or Special Requirements:

Has or can obtain within 6 weeks; a Refrigerant Removal and Recovery Certification. Must have a valid State of Montana Commercial Driver's License, minimum Class B. Position requires successfully completing a pre-employment drug screen. Position is subject to random drug testing. Position requires membership in the Laborer's International Union, Local 1686. Required to complete a 40-hr Hazardous Waste course and maintain with an annual 8 hr refresher. Must be willing to work overtime on occasion to accomplish Division goals; and must have the ability to be creative and explore new ideas.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____

Effective Date: November 2006

Updated: July 2011