

SOLID WASTE PROGRAM ASSISTANT

Job Code	Pay Grade
16960	CL12

Nature of Work

This is technical work assisting in all phases of the Solid Waste Department's specialized recycling and waste reduction programs. Positions in this class also provide support services to other programs within the Solid Waste Operations Department as needed. Responsibilities include assisting 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. Responsibilities involve work with known and unknown hazardous chemicals. Work involves a high degree of contact with the general public and employees are expected to function independently during varied work hours.

Minimum Qualification Requirements

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

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are 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.
- Performs related work as assigned or required.

SOLID WASTE PROGRAM ASSISTANT (continued)

Job Code	Pay Grade
16960	CL12

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.

For official use only

Revised	EEOC Code	Overtime Code
4/07	3	A