

CITY OF CHATTANOOGA

Classification Specification Title: Household Hazardous Waste Tech

Department: Public Works

Pay Grade: GS.05

Supervision Received From: General Supervisor

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 6/11/19

Revision Dates: 4/2/25;

10/20/23; 12/8/22

CLASSIFICATION SUMMARY:

The incumbent in this position is responsible for collecting household hazardous materials from customers, as well as packing and/or transporting these materials to the waste facility. Work is performed under moderate supervision.

SERIES LEVEL: The Household Hazardous Waste Technician is a grant-funded, stand-alone position

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Inspects, accepts, identifies, separates, and processes household hazardous waste materials for recycling or disposal, prepares, packages and transports household hazardous items for shipment, Packages and stores hazardous materials on site (i.e. placing items in drums or boxes).

Performs general facility maintenance and site clean-up at the household hazardous waste facility.

Obtains information from residents prior to removing hazardous material from customer vehicles.

Maintains records on customers and materials in addition to compiling and maintaining inventory.

Prepares or completes various forms, reports, correspondence, or other documents. Receives various forms, reports, correspondence, receipts, invoices, packing slips, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Works as a scale operator.

Operates vehicles such as bobcats, front end loader, forklift. Helps load, assemble, and repair trash cans at the container pad.

Overtime is required to perform essential functions of the Solid Waste Department.

Helps with trash can audits.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

High School Diploma or GED, supplemented by two (2) years of work experience handling hazardous materials preferred. Must have reading and writing skills to identify hazardous labels, prepare or complete various forms, reports, correspondence, or other documents. Skills in computers and related software applications. Customer service experience preferred.

LICENSING AND CERTIFICATIONS: Valid Class D driver license. Must be able to obtain HAZWOPER certification within the first six (6) months of employment. Certification in forklift operation preferred

SUPPLEMENTAL INFORMATION

KNOWLEDGE, SKILLS AND ABILITIES

Basic knowledge of chemical compounds and chemical reactions. Basic knowledge of state and federal hazardous waste regulations. Basic knowledge of Tennessee Department of Environmental Control (TDEC) relating to packaging, shipment, and disposal of household hazardous material. Ability to safely package and store hazardous material. Ability to work flexible hours and weekends, to work in a variety of weather conditions, and to work independently. Ability to reason and make sound judgment, sometimes with limited information. Ability to wear PPE as needed; gloves, goggles, footwear. Ability to detect color (red, yellow, green).

PHYSICAL DEMANDS: Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Incumbents may be subjected to fumes, odors, dusts, gasses, hazardous chemicals, extreme temperatures and intense noises

SPECIAL REQUIREMENTS

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.