



## CITY OF CHINO

### Household Hazardous Waste Lead Worker

**Definition:**

Under general supervision, leads the work in the operation and maintenance of the Household Hazardous Waste Collection Facility (HHWCF).

**Class Characteristics:**

This is a concurrent and voluntary assignment. The Household Hazardous Waste Lead Worker is distinguished from the Household Hazardous Waste Worker by its responsibility to regularly lead a crew in the safe and compliant operation of the HHWCF.

**Essential Functions:**

- Accept household hazardous waste from the public; unload waste from private vehicles; check identification of participants; maintain log of incoming hazardous waste.
- Check household hazardous waste for compliance with San Bernardino County Fire Protection District Household Hazardous Waste Division requirements; sort and categorize waste in accordance with established protocol; lab pack waste by category and document the type and quantity of waste; bulk waste oil and antifreeze into large containers.
- Prepare entries, standard forms, and routine documents according to specific instructions; maintain related records and files; operate office equipment; compile routine reports by extracting and tabulating information from a variety of sources such as files, correspondence, meeting notes, logs, previous reports and/or oral instruction.
- Maintain and care for supplies, equipment, and facilities; use a variety of hand tools; report maintenance and safety hazards.
- Respond to inquiries in person; explain routine procedures, processes or departmental activities and laws governing the household hazardous waste program; provide routine assistance to the public.
- Sort household hazardous waste based on chemical characteristics.
- Establish and maintain a team approach with co-workers; provide assistance to other employees in the performance of related tasks.
- Delegate work assignments to crewmembers; prepare and submit records and reports concerning work performance.
- Ensure work of crew is performed in a safe, compliant, and efficient manner, train staff as necessary in semi-skilled operations and safe work methods and practices.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.

## Household Hazardous Waste Lead Worker

- Notify San Bernardino County Fire Department Hazmat Division of any unusual waste.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

### **Qualifications:**

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. A typical example includes:

### **Knowledge of:**

- Common tools and equipment used in the collection and storage of hazardous waste.
- Record keeping methods related to program activities.
- Safety precautions and procedures of a hazardous waste facility.
- San Bernardino County Fire Department Household Hazardous Waste Satellite Facilities Operations Manual.

### **Ability to:**

- Lead the work of others engaged in the collection and sorting of hazardous waste.
- Understand and carry out verbal and written directions.
- Keep accurate records.
- Perform heavy manual labor and physically strenuous tasks on a regular basis in variable weather conditions.
- Perform skilled work.
- Safely operate a forklift.
- Apply policies and procedures.
- Work Independently.
- Work safely around chemicals and other hazardous waste that have the potential to irritate eyes, nose, throat, lungs, and skin.
- Wear required personal protective equipment such as safety glasses, gloves, and apron. Note: Any additional gear/shoe wear is completely optional and would be at the expense of the employee.

### **Education:**

- High School Diploma or G.E.D. (required).

### **Experience:**

- 1 year of relevant experience.

### **Licenses/Certifications:**

- Possess current Hazardous Waste Operations and Emergency Response Certification (HAZWOPER) from San Bernardino County Fire Department.

## Household Hazardous Waste Lead Worker

### Training/Safety Requirements:

- May be required to obtain a Forklift Safety Certification issued by the City of Chino within a year of appointment.
- Successfully complete San Bernardino County Fire Department annual refresher training.

### Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Must have the availability to work every second and fourth Saturday of the month, with days and hours to be adjusted as needed.

### Physical Profile

Category III – Heavy Physical Effort: This position requires exceptional physical ability associated with prolonged periods of heavy physical labor.

Characteristics: Positions in this category regularly perform heavy physical labor requiring the ability to lift, carry, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position to position, but usually involve heavy physical exertion.

### Physical Requirements

- Heavy Lifting: Lifting 50 lbs. maximum, with frequent lifting, pushing, and/or carrying of objects weighing up to 25lbs.
- Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching: Reaching above the shoulders to place and/or retrieve objects.
- Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).
- Standing: Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day)
- Agility: Ability to move quickly and easily, often including the ability to crawl, stoop or bend.
- Distant Vision (Acceptable for Driving): Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures: Work in temperatures sufficiently high or low enough to cause marked bodily discomfort.
- Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents.
- Fumes: Potential inhalation or contact with smoke, vapors, dust or gases.

## Household Hazardous Waste Lead Worker

- Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.
- Power Equipment: Operates power tools or other machinery that are potentially hazardous.
- Work Environment - Outdoors: Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects: Ability to work around moving objects, machinery or vehicles.
- Work Environment - Surfaces: Ability to walk on slippery or uneven surfaces.
- Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment.
- Heights: Ability to work on surfaces above 20 feet.

### **Details:**

Department/Division: Public Works/Environmental  
Reports To: Environmental Coordinator

### **Career Advancement Opportunities:**

From: Household Hazardous Waste Worker  
To: Household Hazardous Waste Lead Worker

### **Employee Unit:**

Part-time/Temporary/Seasonal