

LAST CHANCE MERCANTILE SUPERVISOR

DEFINITION

To assist with the District's E-waste and reusable materials salvaging operation, including materials receiving and sorting, and stock organization and movement; to supervise staff engaged in Last Chance Mercantile sales and record keeping. Under general supervision, to inspect incoming waste material for the identification, separation, and recycling or disposal, of hazardous materials; to store and arrange for disposal of non-recyclable hazardous materials; to perform heavy physical labor; to operate forklift; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a lead/work coordinator position with responsibility for organizing and supervising the E-waste recycling programs as well as other salvaging and resale operations. Provides assistance and support in the Household Hazardous Waste program as needed. Responsibilities include enforcement of District policies and procedures.

EXAMPLES OF DUTIES

Assists with organizing, supervising, and coordinating the E-waste recycling program and the reusable materials salvaging functions of the District; supervises personnel engaged in receiving E-waste and retail sales at the Last Chance Mercantile. Inspects and assesses incoming waste material for identification and separation; identifies and assesses hazardous material for recycling or disposal; arranges for proper storage; puts reusable material on display for re-use by customers. Operates a variety of equipment including trucks, forklift, cash register and office equipment; trains personnel in use and care of equipment and tools needed to perform assignments; may train employees in the identification and classification of salvageable materials; greets customers and gives information regarding items and pricing; provides general information to the public regarding E-waste landfill operations; provides information on hazardous material disposal policies and regulations; performs basic fiscal record keeping and office support work; tabulates data and verifies totals; cleans recyclable materials for resale.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; ability to stoop, kneel or crouch to pick up or move objects; lift and move objects weighing up to 50 pounds without assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, 10 key adding machines, calculators, copiers, and FAX; use of forklift to move materials.

TYPICAL WORKING CONDITIONS

Normally work is performed in both an office and outdoor environment; must be able to wear and function with special protective equipment and clothing; some exposure to dust, oil, grease, pesticides, fumes, and moving vehicles; constant contact with staff and the public.

LAST CHANCE MERCANTILE SUPERVISOR - 2

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge related to hazardous materials management in a solid waste landfill facility.
- Principles, methods, and practices of environmental, health, and safety programs.
- Basic knowledge of computer applications related to document and report preparation and maintenance.
- Handling and management of toxic chemicals (includes lab packing and bulking of hazardous materials).
- Sound customer service practices and procedures.
- Principles of direction and work coordination.
- Forklift operations.
- Basic knowledge of sales promotions and retail sales operations and procedures.
- Fiscal record keeping methods and practices.
- Basic mathematics.

Ability to:

- Organize, inventory, and prepare E-waste for shipping and disposal.
- Provide direction, work coordination, and training for other District staff.
- Perform a variety of technical hazardous materials identification, separation, and analysis assignments.
- Ensure proper enforcement of hazardous materials control procedures.
- Develop and maintain records and reports.
- Provide information regarding District Hazardous Waste Management policies and regulations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Safely operate forklift and other equipment provided.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Read and write at the level required for successful job performance; follow oral and written directions,
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two years of varied and responsible experience in the inspection, storage, and control of hazardous materials, preferably including some experience in a lead or supervisor position.

High School Diploma or equivalent is highly desirable as well as the following:

- Hazardous Materials Management Certificate issued by the State of California
- The OSHA 40-hour Hazardous Waste Operations training
- SWANA 24-hour training for operators of Household Hazardous Waste Collection Facilities

Special Requirements:

Possession of a valid California Driver's license and compliance with established District vehicle operation standards, including on-going insurability to drive District vehicles, are conditions of employment.