

LAST CHANCE MERCANTILE/HAZARDOUS MATERIALS MANAGER

DEFINITION

Under general supervision to manage the District's reusable materials salvaging operation, including materials receiving and sorting; to direct the organization of stock for movement and sales; to oversee and direct the operations of the Last Chance Mercantile store; to ensure proper public education regarding materials which may and shall not be dumped at the landfill; to provide a variety of technical assistance and consultation concerning hazardous materials management; to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a management position with responsibility for organizing and managing the reusable materials salvaging, organization, and sales functions of the Last Chance Mercantile, as well as the Hazardous Materials Management Program of the District. Responsibilities include enforcement of District policies and procedures.

REPORTS TO

Assistant Site Superintendent

CLASSIFICATIONS DIRECTLY SUPERVISED

Last Chance Assistant Manager, Hazardous Materials Supervisor, Hazardous Materials Technician, Sales Clerks, and Laborers.

EXAMPLES OF DUTIES

Assists with planning, organizing, supervising and coordinating the reusable materials salvaging functions of the District; manages the District resale operations of the Last Chance Mercantile; oversees the organization of stock for inspection and sales; provides guidance, coordinates and supervises the activities of personnel engaged in receiving, sorting, and resale of reusable materials; oversees scheduling, record keeping, sales promotion programs, and price setting for sales materials; operates equipment for the type of work being performed and trains personnel in use and care of equipment and tools needed to perform assignments; trains employees in the identification and classification of salvageable materials; may perform cashiering duties; maintains accurate records of cash received, reconciling cash and sales, and applying effective accounting cash controls; greets customers and gives information regarding items and pricing; provides general information to the public regarding landfill operations; oversees fiscal record keeping and office support work related to Last Chance Mercantile and Household Hazardous Waste functions; tabulates data and verifies totals; may clean and repair recyclable materials for resale; plans, organizes, manages, and oversees the development, implementation, and conduct of the District's Hazardous Materials Management Program; has responsibility for Household and Small Business Hazardous Materials Management; prepares reports for submission to regulatory agencies; ensures District compliance with permits; provides a variety of technical assistance and consultation regarding hazardous materials management; coordinates and works with other government agencies regarding hazardous materials control and management; provides supervision and training for staff assigned to Household Hazardous Waste Management Facility; assists with the development and administration of the budget; serves as part of the District Management Team; performs a variety of assignments as delegated by the Assistant Site Superintendent.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; some walking on slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; occasional use of cartridge respirator. Work assignments may require ability to stoop, kneel, reach or crouch to pick up or move objects; lift and move objects weighing up to 50 pounds without assistance; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, 10 key adding machines, calculators, copiers, and FAX.

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.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of supervision, training, and employee evaluation.
- Laws, rules, regulations, and policies related to solid and hazardous waste management disposal.
- Principles, methods, and practices of environmental and health and safety programs.
- Chemistry, related to hazardous materials management in a solid waste management facility.
- Organization of stock, sales promotion, and operations of a retail sales store.
- Budget development and expenditure control.
- Record keeping methods and practices.
- Public information methods and practices.
- Sound customer service practices and procedures.
- Computer applications related to hazardous waste management and control and operation of a retail sales store.
- Handling and management of toxic chemicals.
- Cashiering practices and procedures.

Ability to:

- Plan, organize, direct, and manage the District's Last Chance Mercantile/Hazardous Materials Management Program.
- Learn the purposes, methods, practices, procedures, and record keeping requirements of the District Resale Operation/Hazardous Materials Program and apply the policies and procedures of the District.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and maintain records systems and prepare required reports for regulatory agencies.
- Provide advice and consultation on hazardous waste management methods and regulations.
- Effectively represent District policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Adhere to an assigned work schedule and meet District Attendance Standards.
- Use a cash register at a skill level and with the degree of accuracy required to meet job standards.
- Accurately perform mathematical calculations necessary for satisfactory job performance.
- Ensure proper enforcement of hazardous materials control procedures.
- Effectively represent the District's hazardous waste and resale programs with the public and other government agencies.

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 (2) years of varied and responsible experience in the development and implementation of hazardous materials management programs, preferably including familiarity and previous work with the functions, operations, and services of a solid waste management landfill facility **OR** Two (2) years of increasingly responsible work experience in retail sales. Experience in a supervisory or lead worker position is highly desirable.

Special Requirements:

Possession of a current California Driver's License issued by the State Department of Motor Vehicles.

Continued 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.

Possession of a Hazardous Materials Management Certificate issued by the State of California is highly desirable.