SACRAMENTO MUNICIPAL UTILITY DISTRICT

***JOB SPECIFICATION***

Job Title: Hazardous Waste Foreman/Woman, Light

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| ***Job Code:*** 50052175 | ***Position No.:*** |

JOB PURPOSE

Supervises a crew of Hazardous Waste Technicians involved in the identification, storage, labeling, packaging, transport or any other process necessary for safe handling and disposal of hazardous waste materials under the responsibility of SMUD. Participates in day-to-day hazardous waste operations.

***NATURE AND SCOPE***

The Hazardous Waste Foreman/Woman, Light is the working supervisor level in this series and involves the supervision and evaluation of assigned personnel. Work assignments allow incumbents in this class the normal range of manual/physical tasks involved with SMUD’s hazardous waste activities.

***ESSENTIAL FUNCTIONS/DUTIES***

Work includes but is not limited to the following: (Note: While in general all functions/duties are essential, individual positions within this class may not require all.) This list is not intended to be complete or exhaustive.

1. Coordinates the daily activities related to hazardous waste programs in order to ensure SMUD compliance with federal, state, and local laws, codes, and reporting requirements regulating hazardous waste activities.
2. Trains, reviews and evaluates the work of assigned staff.
3. Works with Safety, Health & Environmental (SH&E) Services in the interpretation and application of related federal, state, local laws and regulations.
4. Establishes and maintains files and records to ensure reports and facility inspections are complete.
5. Assists SH&E Specialists in profiling material with disposal or recycle facilities, payment of state taxes, compliance with federal and state regulations involved with SMUD PCB cleanups, implementation of low cost disposal, recycle strategies, and source reduction strategies.
6. Coordinates with Safety, Health & Environmental and Distribution Services in the PCB removal from electrical equipment.
7. Serves as the Emergency Contact, on-call 24 hours, when hazardous material is in the transport to a disposal facility.
8. Assists all SMUD facilities in the completion of proper documentation of shipping papers for transportation of hazardous/toxic waste materials to appropriate recycle facilities and disposal sites.
9. Attends recognized training courses appropriate to maintain certification as Hazardous Waste Technician in accordance with California Health & Safety Code.

MINIMUM QUALIFICATIONS

***Knowledge of:*** Basic supervisory principles and practices; principals of hazardous waste management; safety practices and procedures related to hazardous/toxic materials; packaging, labeling, transportation, sampling and identification of hazardous/toxic materials; federal, state and local laws, regulations, codes and procedures governing hazardous/toxic materials; and, required reporting procedures.

***Skill to:*** Plan, direct, prioritize, and supervise the work of assigned personnel; interpret federal, stat, and local regulations pertaining to hazardous/toxic materials accurately; work safely and direct and audit the safe working habits of subordinates; establish and maintain effective work relationships with those contacted in the performance of assigned work; perform the necessary record keeping and maintain documentation; lift in excess of 60 pounds; and, operate a forklift.

***Education and Experience:*** Typically, four (4) years of progressively responsible experience as a Hazardous Materials/Waste Technician.

***LICENSES OR CERTIFICATES***

Must possess and maintain a valid California Driver’s License and a satisfactory driving record (not more than two moving violations in the last two years). A Class “A” driver’s license may be required (and in addition, the position may require a hazardous materials and tanker endorsements) within six (6) months of hire. Candidates appointed to positions requiring the possession/retention of a Class “A” driver’s license must undergo an initial drug and alcohol screen and submit to random drug and alcohol screens as required by the U.S. Department of Transportation (DOT); certification of completion of Hazardous Materials course work as required by the California Health & Safety Code; Certification as an Asbestos Supervisor; and certification as a qualified Industrial Forklift Operator.

***DESIRABLE QUALIFICATIONS***

*Education and Experience:* Course work in hazardous material management.

***PHYSICAL REQUIREMENTS***

Applicants must be able to perform the essential job functions with or without a reasonable accommodation. This description is incomplete without the Physical Requirements document which is located on SMUD’s S drive, Physical Job Descriptions.