

**WASHINGTON COUNTY**  
Job Description  
**JOB TITLE: Collection Center Worker**

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Exempt (Y/N): No

DEPARTMENT: Environmental Affairs & Recycling

DATE UPDATED: October 2013

SUPERVISOR: Environmental Affairs Director

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**Position's Physical Location:** Washington County's Household Hazardous Waste (HHW) Drop-off Facility.

**Summary:**

Responsible for overseeing the collection of household hazardous waste, waste tires, scrap metal, appliances, and electronic waste. The Collection Center Worker assists the public with unloading items, maintains computer records of collection, processes fees and receipts. This person is responsible for the safe handling, processing, and storage of all chemicals in the building and maintaining the overall safety of the building and associated storage trailers to ensure safety to self, other employees, and the general public.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Greets customers in a professional manner and answers simple questions regarding solid waste and waste tire management or directs them to office staff for answers.
2. Unloads HHW from customer vehicles and independently makes determination for type of material, proper sorting, processing, and storage of hazardous materials in accordance with training and required safety standards.
3. Collects payment from the general public for electronic equipment, tires, and Freon items collected at HHW Drop-off and issues the appropriate receipt.
4. Maintains electronic records of materials brought into HHW Drop-off, waste tires, and monetary transactions.
5. Determines source of waste tires and compares with approved disposal list, instructs customer on the proper way to unload and stack tires, counts quantity and type of tires unloaded, and enters data on a spreadsheet.
6. Maintains cleanliness and safety of HHW building, tire storage trailer, and all associated equipment.
7. Schedules pick up of materials by service contractors for transportation of HHW, waste motor oil, waste cooking oil, scrap metal, waste tires, toner cartridges, and dumpster.
8. Properly sorts and packs items brought into the facility for shipping. This includes palletizing and wrapping electronic items (computer monitors, TV's, CPU's, etc.), microwaves and other HHW items.

9. Responsible for maintaining multiple spreadsheets in order to track types and quantities of electronics, tires, and white goods for annual reporting purposes.
10. Records receipt book numbers and dates in log book and maintains organized storage of receipt books for annual auditing purposes.
11. Maintain up to date educational materials in the HHW building and make these available to the public.
12. Shred documents for general public as they are brought in. These documents are private, personal information; therefore, the employee must be trustworthy and respectful of the sensitive nature of the documents and dispose of them in a timely and responsible manner.
13. Work independently without supervision for long periods of time.
14. Regularly supervise the work of individuals who have community service hours to perform or individuals on work release from the county jail. These individuals assist with unloading and sorting of HHW materials.
15. Performs other duties as assigned by supervisor.
16. Incumbent deals directly with the general public, tire dealers, other county departments, and service contractors.
17. Regular attendance is required.

**FISCAL RESPONSIBILITIES:**

This position is responsible for charging customers for items brought to the HHW Drop-off, handling cash, making change, and accurately recording the transaction in the appropriate receipt book.

**SUPERVISORY RESPONSIBILITIES:**

This position will have contact with and oversight of inmates from the Washington County Jail who are on work release or in the 309 program. One to three inmates assist in the HHW Drop-off on a regular basis.

**Education and Experience:**

This position requires a high school diploma or GED plus 12 to 18 months experience and training specific to field.

**Management Experience:**

Not required

**WORK SKILLS:**

**Analytical Ability/Problem Solving**

This position requires independent decision-making to determine the nature of a material and how to properly handle and store it. Materials that are handled on a daily basis can range greatly. The processes differ based on materials received, but each process follows set safety procedures. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

**Planning:**

This employee has limited responsibility with regard to specific assignments in planning time, method, manner, or sequence of performance of own work operations.

**Decision Making:**

This employee performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance; the latter of which would affect the work operations of other employees and/or clientele to a moderate degree.

**Supervision Received:**

This employee is under general supervision where standard practice enables the employee to proceed alone on routine work, referring all questionable cases to the supervisor.

**Accuracy:**

This position requires the ability to correctly identify materials brought to the facility and accurately determine correct steps for processing and safe storage. *Probable* errors of internal scope readily detected in normal course of work by standard check or routine crosscheck within the department. Due to the nature of the work, dealing with hazardous materials, *potential* errors could have a major impact on the department, other departments, and clientele. Potential errors could result in dangerous situations to employees and the general public. This could include fires, noxious gas leaks, or explosions. Errors resulting from improper handling and/or storage of materials could affect the organization's prestige and relationship with the public as well as require considerable time and effort to correct.

**Communication Skills:**

This employee must possess the ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals; ability to write routine reports and correspondence; and ability to effectively communicate information and respond to questions in person-to-person and small group situations with customers, clients, general public, and other employees of the organization.

**Mathematical Skills:**

This employee must have the ability to add, subtract, multiply, and divide numbers and perform these skills using money and other forms of measurement.

**Critical Thinking Skills:**

This employee must possess the ability to utilize common sense understanding to carry out written, oral, or diagrammed instructions and the ability to deal with problems involving several known variables in situations of a routine nature.

**Mental Demand:**

This position requires close attention to detail in order to determine the appropriate steps for handling, processing, and storing.

**Certificates, Licenses, Registrations:**

This position requires certification in HHW and CESQG Collection Facility Operations and Hazardous Materials Awareness. If the employee does not hold these certifications upon hiring, he or she will be required to obtain certification within the first year of employment.

**Public Contact:**

This employee has regular contact with patrons, both within the organization and the general public. Lack of tact and judgment may result in a limited type of problem for the organization.

**Employee Contact:**

Contact occasionally with other beyond immediate associates, but generally of a routine nature.

**Use of Machines, Equipment, and/or Computers:**

Regular use of a desktop and software is required for this position.

**Software Skills Required:**

This position requires basic skills in alphanumeric data entry, spreadsheets, and word processing.

**Physical Activities:**

While performing the duties of this job, the employee is regularly required to stand: use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit.

**Weight Lifted:**

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds.

**Vision Requirements:**

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Environmental Conditions:**

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals and outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to explosives.

**Noise Level:**

The noise level in the work environment is usually moderate.