

**City of San Rafael  
Job Class Specification**

## **Job Title: Program Coordinator - Household Hazardous Waste (HHW)**

### **SUMMARY:**

Coordinates the activities of the Marin County Permanent Household Hazardous Waste Facility; organizes West Marin Temporary Collection Events and builds and maintains positive working relationships to ensure the program is successful.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single class position that will work as a miscellaneous employee in the Fire Department. Reports to the Fire Captain Specialist.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Other duties may be assigned.

- Oversee operations and programs associated with the Household Hazardous Waste (HHW) Facility.
- Management of contracts/agreements with contracted Facility Operator, and hazardous waste haulers.
- Assures that the HHW Contractor is following best management safety practices at the facility and remote west count events.
- Assure that Contractors employees are meeting HHW Title 22 and OSHA hazardous waste worker regulations.
- Coordinates and contracts to assure completion of three West Marin County Temporary events annually.
- Annual review of agreements with Solid and Hazardous Waste JPA and HHW Contractor. Provide changes as necessary.
- Assure that best management practices are being followed for the collection, packaging, hauling and disposal of hazardous waste, and that procedures for such meet hazardous waste local, state and federal regulations.
- Ensure compliance with all local, state and federal hazardous materials regulations, including the HHW program's contractor and JPA agreements.
- Liaison to other agencies and departments regarding HHW related business.
- Management of overall HHW program budget and annual presentation to JPA.
- Assure continuance of Conditionally Exempt Small Quantity Generator (CESQG) program.
- Maintains and presents all data regarding disposal of waste for the HHW and CESQG Programs to provide quarterly and annual reporting of each program to the City and the JPA.
- Completes all local, state and federal required reports about the program and or operations.
- Conducts educational outreach activities as time permits.
- Participation on special projects as time permits.
- Assure all program financial practices and decisions are fiscally sound.
- Updates and maintains the HHW Facility Operations Manual and related documents.

## **KNOWLEDGE OF:**

- Hazardous waste laws especially those pertaining to HHW's.
- MS Excel and MS Word software programs.
- Hazardous waste operations and safety related procedures.
- Budget practices and procedures.
- Injury Illness and Prevention Practices (IIPP)

## **ABILITY TO:**

- Be well organized and know how to plan projects.
- Create and present Excel worksheets and Word documents using gathered program data.
- Write and effectively communicate.
- Maintain annual Hazardous Waste Operations Certificate

## **EDUCATION AND EXPERIENCE:**

Equivalent to graduation from a four-year college or university with major coursework in environmental studies or a related field and or three years full-time or its equivalent of HHW operations experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess and maintain a valid California driver's license and have a satisfactory driving record.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, reach with hands and arms, and taste or smell. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Employee will need to wear hearing protection while in noisy environments. While visiting the Household Hazardous Waste Facility, employee will need to wear eye protection.

## **WORK ENVIRONMENT:**

During the course of a day, the employee will visit the HHW facility where large quantities of hazardous waste is handled and stored.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside. The noise level of the work environment is quiet. However, while visiting the Household Hazardous Waste facility, the work environment noise level is high and hearing protection is required.

FLSA Status: Non-exempt  
Prepared By: Brad Mark and Human Resources  
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