



Job Title: Hazardous Waste Facility Operator (HWFO)

Reports to: Operations Manager/Assistant General Manager

Approved: December 4, 2024 by the CVSWMD Board of Supervisors

Revised: December 2024

Salary Range: This is a full-time 40-hour per week position compensated at Grade 2 on the CVSWMD Compensation Schedule. The July 1, 2025 compensation rate for Grade 2 is \$24.38 to \$31.68 per hour (\$50,700 to \$65,900 annually).

Position Description

The Hazardous Waste Facility Operator (HWFO) safely manages and staffs Eco-Depot collection programs, satellite household hazardous waste collections, and emergency response collections. Responsibilities include, but are not limited to: ensuring facility and event safety; managing and overseeing the proper handling, bulking, storage, labeling, transportation, and disposal of all accepted materials in accordance with local, state, and federal regulations; maintaining accurate records; developing and maintaining good working relationships with contractors, municipalities, and customers at the Eco-Depot and events; and adherence to all District policies and procedures.

Primary Responsibilities

- **Waste Handling and Management**
 - Become familiar and ensure compliance with all applicable local, state, and federal regulations pertaining to universal and hazardous waste, EPR, and landfill banned materials
 - Ensure proper intake, processing, segregation, storage, labeling, and documentation of all Eco-Depot accepted waste materials
 - Bulk flammable liquids and lab-pack hazardous materials
- **Compliance and Safety**
 - Conduct daily inspections of material storage areas, equipment, vehicles, and facility to identify and address potential safety hazards and ensure compliance
 - Assist in reviewing and updating SOP's, safety documents, and emergency procedure manuals
 - Participate in emergency response activities, periodic response drills, and provide input on hazard mitigation strategies
 - Attend trainings and meetings related to universal waste, hazardous waste, other materials regulations, and best practices
- **Record Keeping and Reporting**
 - Maintain accurate accepted materials records, produce materials and waste inventories, disposal manifests, regulatory reports, and incident and safety reports

- Complete pre and post trip DOT inspections, and retain accurate vehicle logs
- ***Maintenance and Housekeeping***
 - Ensure the facility, equipment, and vehicles are kept clean and organized
 - Operate basic hand and power tools, baling machine, pallet jack, forklift, and box truck
 - Maintain an accurate inventory of supplies, materials, and PPE. Present facility and staff needs to management.
- ***Representation/Outreach***
 - The HWFO occupies a front-line position responsible for providing excellent customer service to members of the public and other state, city, and town employees.
 - Communicate effectively with team members, other departments, members of the public, and regulatory agencies
 - Assist constituents with their waste reduction and diversion efforts and ensure they are adequately informed of how to maintain compliance with hazardous waste, EPR, and landfill-banned materials management.
 - At events, assist contractors by serving as the primary contact with the public and business customers for scheduling and invoicing.
 - Speak well in public, adequately express the mission and goals of the District, and conduct themselves well in a public setting, even in contentious situations.
 - Help to identify, procure, revise, and create marketing content for district programs, offer marketing and advertising input.
 - Attend District office, field staff, and Board meetings as needed.

Required Knowledge, Skills, and Abilities

- Strong commitment to workplace safety, adherence to occupational health and safety regulations, and commitment to District safety programs.
- Knowledge of universal and hazardous waste storage, transportation, disposal, and emergency response protocols and procedures.
- Effective verbal and written communication skills, highly detail oriented and organized, and the ability to work independently and collaboratively.
- Understand basic mathematical processes and common computer proficiency necessary to produce reports, keep records, review and verify invoices, prepare shipping documents, and handle cash transactions.
- Medically cleared and fitted for a respirator, working outdoors, standing for long periods of time, and to lift and carry up to 65 lbs.
- Valid driver's license; a reliable source of personal transportation; availability to work various Saturdays; and a criminal background check are required.

Education and Experience

- High School diploma or GED is required. A bachelor's degree is preferred.
- Experience in the fields of hazardous materials, solid waste, environmental management, or resource conservation preferred.

- HAZWOPER-24 is required prior to bulking material; OSHA 10, forklift certification, and box truck experience preferred. The District will provide trainings as necessary at no cost.
- Experience in customer service or work that involves interaction with the public is required.

Working Conditions

Work is primarily performed at the Eco Depot facility and in the field at various collection events. Local and regional travel is required. Some work is done outdoors in all types of weather. Availability on various Saturdays is required. A typical workday will take place between the hours of 8AM-4PM.

Specialized training is required for this position. The District will provide funds for professional development opportunities for the HWFO to attend training programs as necessary and expects that they will acquire the skills needed to perform duties in a manner that meets all requirements, regulations, and standards established by federal, state, and local jurisdictions.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements.

Central Vermont Solid Waste Management District is an equal opportunity employer.