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## **NOXIOUS WEED/HOUSEHOLD HAZARDOUS WASTE OPERATIONS SPECIALIST**

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REV 12-15

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Department: Noxious Weed/HHW Department  
Reports To: Noxious Weed /HHW/Transfer Station Director

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### **Position Summary**

Under the supervision of the Noxious Weed/HHW/Transfer Station Director, the Operations Specialist is a non-exempt position under FLSA that performs a wide variety of clerical and departmental duties in four departments. This employee is responsible for hazardous waste collections and processing, acts independently in chemical sales, and completes income and expense record keeping. Administrative support to the Director includes preparing general correspondence, answering phone calls and report preparation. The Operations Specialist must be familiar with all state regulations regarding solid and hazardous wastes as well as pesticide handling. Work is performed under the general guidance of the Director.

### **Essential Functions**

- \* Collects and processes hazardous waste (including mobile routes);
- \* Manages chemical sales;
- \* Answers the telephone, and assists customers;
- \* Maintains current training/knowledge of noxious weeds being targeted for control;
- \* Maintains current records and data for all four departments including but not limited to the Star weed program and Microsoft spreadsheets;
- \* Inventories/Monitors office supplies, equipment, and chemicals;
- \* Monitors shop equipment and supplies including personal protective equipment;
- \* Attends seminars and training as requested by the Director;
- \* Prepares tickets and processes payments for non-free wastes at the transfer station;
- \* Prepares purchase tickets for monthly payment;
- \* Types and files correspondence;
- \* Prepares deposits;
- \* Prepares financial reports for County Commission;
- \* Stays current on pesticide regulations;
- \* Stays current on HHW regulations;

### **Marginal Functions**

- \* May assist Pesticide Technicians, including operation of spray equipment
- \* Picks up trash in ditches as needed;
- \* Other related duties as deemed necessary or as assigned.

## **Weed/HHW Operations Specialist**

### **Weed/HHW Department**

#### **Minimum Position Requirements**

Experience: One to three years of clerical and/or accounting experience is required. Some experience with solid waste/recycling is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after one year in the position.

Education: Technical degree or some college level education, or equivalent combination of experience and training. Course completion in computers is a plus.

Skills: Considerable knowledge of report preparation, accounting principles and practices and office procedures and policies. Meticulous record keeping and accurate bookkeeping is required. Mathematical abilities. The ability to receive, interpret and follow instructions. The ability to understand and retain pesticide label information and hazardous waste regulations. Excellent interpersonal and communications skills required. The ability to operate a typewriter, computer, calculator, and the ability to drive and back a pickup truck and trailer.

Problem Solving: Day to day problem solving exists in this position. Problems include acceptable pesticide uses and proper classification of hazardous wastes-

Decision Making: Day to day decision making exists in this position. This includes packaging and sorting of hazardous waste.

Accountability: Employee is responsible for funds collected in the offices. Employee does not have budgetary control of the department and does not participate in the annual department budget process.

Supervision: Occasional supervision is provided by the department head. Supervision may also be provided by pesticide technicians. Employee does not have supervisory responsibility over subordinate personnel.

Personal Relations: Continued contact with the general public in person and by telephone and email. Continued contact with other county employees. Occasional contact with other government agency heads. Ability to work well with others including public and inter-departmental.

Working Conditions: Approximately half of the work in this position is performed in an office environment. Approximately half is performed in hazardous conditions including weather, hazardous materials and bio hazards. Some work is performed wearing level D personal protective equipment.

Physical Requirements: Ability to lift and carry 60 pounds. Physical labor exists approximately 50% of the time including lifting, bending, climbing, pushing and carrying. Approximately 50% of the time is sedentary in nature and involves deskwork. The ability to express and exchange ideas by means of verbal and written communication.