**CITY OF FLAGSTAFF**

Flagstaff is the largest community in the high country and is the county seat for Coconino County, the largest county in the United States. A historic Route 66 town, Flagstaff is ideally located at the juncture of Interstate 17 and Interstate 40. Though still reflecting a small town atmosphere, it maintains a selective growth plan with new expansion programs underway.

The City of Flagstaff is Northern Arizona’s Employer of Choice! Our City government is devoted to enhancing the quality of life of our citizens and the experience of the many visitors who are attracted to Northern Arizona.

**Date Posted: May 10, 2019**

**Vacancy No: 062-19**

**Position Title: Landfill Environmental Assistant - HPC**

**Division / Section: Public Works / Collections/Landfill**

**Position Status: Full Time; FLSA Non-Exempt; Tenure & Benefit Eligible**

**Work Week: Monday – Friday; Some weekends may be required; Hours Vary**

**Salary Range: $18.2579 - $19.3534 Per Hour DOE**

**Closing Date: May 24, 2019**

Actively supports and upholds the City’s stated mission and values. Performs technical work associated with the daily operation of the Hazardous Products Center (HPC) at the Cinder Lake Landfill.

Under supervision of the Environmental Program Specialist, this employee will independently perform duties in the operation of the HPC, assuring the safe handling and processing of household and Conditionally Exempt Small Quantity Generator (CESQG) hazardous wastes received at the facility in accordance with Local, State and Federal regulations. Work will require heavy physical exertion and the employee is required to work in hazardous atmospheres with respiratory protection.

**ADMINISTRATIVE DUTIES**

* Supervisory: This job does not have formal supervisory responsibilities.
* Budgetary: This job does not have budgetary responsibilities but carries out day-to-day activities within approved budget.
* Strategic Planning: This job does not have strategic planning responsibilities but carries out day-to-day activities to reach the stated goals and objectives.
* Policies/Procedures: This job carries out day-to-day activities in accordance with established policies and procedures.
* Compliance: This job carries out day-to-day activities in accordance with Federal, State, and Local laws, rules, and regulations as well as City policies and procedures.
* Council Communications: This job carries out day-to-day activities in accordance with Council’s adopted priorities and direction.
* Reporting: This job does not have duties related to reporting to Federal/State/Local agencies.

**EXAMPLES OF THE WORK PERFORMED (ILLUSTRATIVE ONLY)**

* Provides excellent customer service to internal and external customers.
* Keeps the Environmental Program Specialist informed of facility-related concerns by oral and written reports. Maintains a high level of communication with supervisor and staff at all times.
* Carries out daily operations of the HPC including daily air monitoring and facility safety inspections.
* Performs community outreach and education including facility tours, external presentations, and advertising.
* Unloads materials/wastes received from the public and properly segregates for processing and storage.
* Processes hazardous materials including, but not limited to, the bulking of flammable liquids, used oil, antifreeze, paint, and toxic chemicals.
* Schedules appointments and assists with invoicing and billing for the Small Business Waste Program (SBWP).
* Identifies unknown materials/wastes received at the HPC to appropriately categorize, handle, and store as needed.
* Maintains drum/container inventory for offsite shipments.
* Annually reviews HPC facility Standard Operating Procedures.
* Performs administrative duties including ordering supplies, arranging shipments, and creating statistical reports.
* Provides onsite safety, emergency, and facility operations training to volunteers.
* Time will be split between duties at the HPC and the Scalehouse.
* Performs full range of duties required at the Landfill Scalehouse including, but not limited to, opening & closing procedures, handling customer requests, and communicating with Landfill staff in regards to potentially hazardous loads.
* Other duties as assigned.

**MINIMUM REQUIREMENTS**

* High school diploma or G.E.D.
* Two years of experience in customer service.
* Or any combination of education, experience, and training equivalent to the above Minimum Requirements.

**DESIRED EXPERIENCE AND TRAINING**

* College level course work or technical school course work in environmental science and/or chemistry or closely related field.
* Experience with hazardous material handling, chemistry, environmental regulation, or laboratory work.
* One-year experience working with hazardous chemicals.
* Experience with facility and equipment maintenance and repair work.
* One-year experience with personal computers, Microsoft Excel.

**OTHER REQUIREMENTS**

* Must possess, or obtain upon employment, a valid Arizona driver’s license.
* Regular attendance is an essential function of this job to ensure continuity.
* Must have the ability and willingness to regularly work Saturdays and in inclement weather.
* Complete RCRA initial training (40 CFR) within six months of employment.
* EPA 40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Certification must be obtained within three months of employment.
* DOT/Security Awareness training to sign hazardous waste manifests (49 CFR 172.704) Certification must be obtained within nine months of employment.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (ILLUSTRATIVE ONLY)**

* Ability to perform strenuous labor tasks and work; typically requiring several hours of standing each day.
* Ability to perform tasks safely and according to Standard Operating Procedures and regulations.
* General working knowledge of chemistry.
* Demonstrated knowledge of basic laboratory tests, procedures, equipment, and materials.
* Working knowledge of the laws, rules and regulations governing environmental compliance with RCRA and other applicable regulations.
* Ability to provide excellent customer service and maintain effective working relationships with all levels of City employees, the general public, outside agencies, and businesses.
* Ability to communicate effectively, both orally and written, as well as follow oral and written instructions.
* Ability to accurately complete routine safety inspections and forms.
* Ability to operate personal computers and associated software.
* Ability to perform calculations and accurately fill out associated work sheets and report forms.
* Ability to work independently without direct supervision.
* Ability to plan, organize, and coordinate daily operations for maximum efficiency.
* Ability to meet deadlines.
* Ability to work as part of a team.
* Ability to accept changes in project schedules.

**PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

* While performing the duties of this job, the employee is frequently required to use hand to finger/handle/feel; regularly required to stand, walk, reach with hands/arms, talk or hear; and is occasionally required to sit, climb or balance, stoop/kneel/crouch/crawl, taste or smell.
* The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds.
* Vision requirements for this position include close vision, depth perception.
* Working conditions include frequent exposure to toxic or caustic chemicals, and occasional exposure to wet or humid conditions, work near moving mechanical parts, work in high precarious places, fumes or airborne particles, outdoor weather conditions, extreme cold, extreme heat, risk of electrical shock, work with explosives, and vibration.
* The noise level in the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS**

* Pre-employment physical requirements for this position include: asbestos (A), respirator (R), hazardous materials (H), heavy metals (HM).
* There are no pre-employment testing requirements for this position.
* Pre-employment vaccination requirements for this position include: tetanus, hepatitis A/B.

**CLASSIFICATION INFORMATION**

* Range 7, B-2-3, FLSA non-exempt

**PRE-EMPLOYMENT REQUIREMENTS**

* Asbestos, Respirator, Hazardous Materials and Heavy Metals Physical, Tetanus and Hepatitis A & B Immunizations

**TO APPLY ONLINE:**

In order to apply for this position you will have to fill out a City of Flagstaff application on our website. Visit our website to apply or for more information on this position and other opportunities. You will find complete job descriptions, requirements and application information at: [**http://www.flagstaff.az.gov/jobs**](http://www.flagstaff.az.gov/jobs)

**NOTE: Applications are due to the Human Resources department by 4PM on the closing date regardless of the postmarked date.**

**TO APPLY IN PERSON:**

Applications are available and can be turned in at:211 W. Aspen Ave., Flagstaff, AZ 86001

Call our general information line at (928) 213-2090 or (800) 463-1389 to request an application by mail. Fax your resume to (928) 213-2089 or E-mail: [human.resources@flagstaffaz.gov](mailto:human.resources@flagstaffaz.gov)

**Additional information about current and open job vacancies can also be found by calling our job line at (800) 463-1389.**

The City of Flagstaff is an Equal Opportunity/Affirmative Action employer.

All qualified applicants will receive consideration for employment without regard to race, color,

religion, sex, national origin, disability, age, or protected Veteran status.

**AmeriCorps, Peace Corps and other national service alumni are encouraged to apply.**

**Paid Holidays** • **Paid Vacation Days** • **Paid Sick Days** • **Health/Dental/Life/Vision Insurance**