

Position Description - Solid Waste Management Technician

Working Draft Version 3.0

Overview

The Solid Waste Management Technician is the operation person responsible for handling waste at a Transfer Station/Landfill/Recycling Facility.

The Waste Management Technician must have a full understanding of the operation of the solid waste management facility including all landfill or transfer station operations for solid waste disposal, and all aspects of waste diversion (including application of 4R's), facility maintenance and monitoring.

The scope of duties will vary depending on the type and size of facility and the range of recycling/diversion programs in place within the facility/community but may involve handling of waste intended for landfill disposal or recyclable material intended for diversion (see table for the scope of possible waste materials handled). Handling may involve activities including the collecting, disposing, separating, packing, processing, storing, staging, and loading for transport of waste and diversion materials.

Required knowledge, skills, and abilities to handle waste and recyclable material will vary but the Waste Management Technician will require good organizational skills, the ability to manage multiple tasks, do physical work (lifting or carrying heavy objects), communicate effectively with the co-workers and the public, understand, and apply applicable regulations and procedures, and complete paperwork.

The position may require the ability to operate a variety of hand and power tools, operate a pallet jack, forklift or skid steer, lawn mower, snowblower or other tools and equipment. Basic equipment maintenance tasks may also be required.

The Waste Management Technician will require working knowledge of procedures for placing, compacting, and covering solid waste including when to request heavy equipment (e.g., loader, dozer, packer) to complete this work.

Duties may also include daily facility maintenance activities such as picking up litter, cutting grass and shoveling snow. Landfill operations may require knowledge of monitoring and maintaining the leachate collection system and knowledge of groundwater monitoring.

The Waste Management Technician may be required to respond to site emergencies and follow established procedures including vehicle accidents, fire (in the recycling facility, the landfill or the area surrounding the landfill), spills of flammable, corrosive or toxic materials and workplace accidents. The Waste Management Technician should understand the hazards posed by landfill gas and be able to act to protect themselves, co-workers, the public, equipment, and infrastructure.

Position Duties and Responsibilities

The Solid Waste Management Technician plays a key role in ensuring the safe, effective operation of the community's solid waste management system. Full details of the duties and responsibilities will evolve over time and will be updated in relation to operating procedures. Generally, the position will be responsible for the following tasks:

Daily as required:

- Open and close the facility for public access
- Litter management and site cleanliness
- Screen, identify and separate various recyclable materials brought to the facility
- Identify and understand potential hazards posed by recyclable material and waste and apply procedures to protect personal safety and safety of co-workers, the public and the environment
- Complete proper packing, processing, or storage procedures related to recycling/diversion programs in place including:
 - Bulk used oil into larger storage containers
 - Pack HHW in drums
 - Pack fluorescent lamps in boxes
 - Build electronics pallets
 - Build lead acid battery pallets
 - Bale household recycling (cardboard, tin, aluminum or plastic)
 - Organize appliances, tires and other bulky material
- Assist the public as required to unload recyclable material for landfill diversion
- Adhere to all facility procedures including ensuring personal safety and health and protection of the public and the environment

As on a regular basis as required:

- Stage recyclable material for removal from the site
- Complete reports on site operation
- Maintain organics composting system (if present)
- Cut grass, brush, clear snow, and complete other site maintenance as required
- Maintain small equipment (lawn mowers, snow blowers, hand tools, pumps)
- Request Heavy Equipment Operator assistance for waste placement in landfill
- Request Heavy Equipment Operator assistance to compact waste in landfill
- Request Heavy Equipment Operator assistance to place cover material on landfill
- Burning (if permitted)
- Maintain heavy machinery (skid steer, baler, collection trucks)
- Maintain and monitor leachate collection system
- Maintain groundwater monitoring wells
- Control pests including vermin, bears, insects

Emergency Response

In the event of an emergency, the Waste Management Technician will be required to follow procedures responding to:

- Spills or leaks of liquid material (used oil, flammable, corrosive or toxic liquids)
- Fire in facility operations
- Vehicle or equipment accidents
- Workplace accidents or accidents involving public

TABLE 1

MATERIAL POTENTIALLY HANDLED AT A WASTE MANAGEMENT FACILITY

Mixed waste from households
Mixed waste from industrial, commercial and institutional buildings and facilities
Household Recycling (glass, plastics, cardboard, paper, metal)
Construction, renovation and demolition waste (drywall, wood, insulation, shingles, brick, stone, cement)
Asbestos
Scrap tires
Lead acid batteries
Waste electronics
Used oil, used antifreeze, and related empty containers
Flammable liquids (stale gasoline, diesel fuel)
Dead animals (carcasses, fish offal)
Treated wood (railway ties, landscape wood)
Biohazardous waste (needles/sharps, hospital waste, human waste (diapers))
Medications
Household batteries including lithium, alkaline, nickel cadmium, and nickel metal hybrids
Smoke detectors, CO detectors
Household hazardous waste (toxic, corrosive, flammable, explosive)
Compressed gas cylinders (propane, helium, insulation, fire extinguisher)
Mercury switches and thermostats
Scrap metal including scrap appliances containing Ozone Depleting Substances
Packaging and printed paper
Farm chemical containers
Agricultural plastics such as grain bags and baler twine
Leaf and yard waste (trees, tree branches, shrubs, leaves, grass)
Food waste