

SSRC Household Hazardous Waste Supervisor job description Posted 9/5/22

Applicants must be reliable, communicate effectively with the general public, and have good quantitative abilities.

- Learn how our HHW system works by reviewing the website, and in a briefing with the Executive Director.
- Confirm availability with Executive Director several months before the season.
- Keep and transport our several signs, and other needed materials.
- Arrive at each site about 8:15.
- Set up signs and check-in station.
- Check in with the vendor's site supervisor, record their name.
- Assign roles to the municipal staff to ensure a smooth check-in process. Record their names, and towns if more than one town is hosting.
- When cars arrive, and together with another person, check residency and evaluate the material brought for acceptability and quantity. This sometimes involves digging through the material.
 - Check for unacceptable items, especially latex paint. If excessive, have driver pull out of line and separate from load.
 - There are four levels of quantity, with liquids counted as gallons and solids by lbs. (small= up to 3; half= 3+ to 10; full= 10+ to 25; multiple= >25, >50 etc.)
 - Assess quantity of acceptable material and assign to one of the levels.
 - Record the town of residence and load quantity on the provided form.
 - If the residents come from certain towns, collect a required authorization form and/or a check. (thankfully most of our towns don't require this).
 - if feasible, put a post-it note near the material indicating the quantity assessment
- Handle uncertainties regarding quantity and acceptability with the vendor's site supervisor
- Handle uncertainties regarding residence, quantity, and whether commercial or not, with the municipal person in charge
- At the end of the day, tally up the total quantity totals (bottom row, small loads, half loads, full loads). Have the vendor's site supervisor sign off on it.
- Pack up signs and other materials. This is generally finished by 1:30.
- After the event, tally up the town totals (last few columns)
 - make sure they agree with the bottom row
 - make sure the visitor forms agree with the counts for those 4 towns
 - make sure any checks and cash collected are accounted for
- Write a brief summary of how it went, either in a note or an email to me. Note good and not good work by other staff and vendor, problems, weather conditions, suggestions for improvements to site plan etc.
- Either scan and email me all the forms, or mail to me (I'll provide envelopes and postage). Checks/cash will need to be mailed either way.
- Pay starts at \$200/ per event.