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SSRC Household Hazardous Waste Supervisor, Assessor job descriptions Posted 11/7/2023

HHW Supervisor:

The successful candidate must be reliable, communicate effectively with the general public, and have good quantitative abilities. Knowledge about hazardous materials is preferred.

- Learn how our HHW system works by reviewing the [website](#), and in a briefing with the Executive Director and current staff.
- Confirm availability with Executive Director several months before each season.
- Keep and transport our several signs, and other needed materials.
- The Executive Director will provide contact information for other staff and other info the week before, and a final registration list the day before each event.
- Arrive at each site by 8:10.
- Set up signs and the load assessment station.
- Check in with the vendor's (Trident Environmental) site supervisor, record their name.
- Assign predefined 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 each car arrives, and together with an assistant, check residency and evaluate the material brought for acceptability and quantity. This sometimes involves digging through the material.
 - Check for unacceptable items, especially latex/acrylic paint. If excessive, have the driver pull out of line and separate it from load. (This should be done by the staff at the previous station, but isn't always).
 - There are four levels of quantity, with liquids counted as gallons and solids by lbs. Small= up to 3 gallons or lbs; half= 3+ to 10; full= 10+ to 25 gallons or lbs; multiple= >25, >50 etc.
 - Assess quantity level of acceptable material in conjunction with the service provider's assessor, 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. (Only 3 of our towns require this).
- 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 quantity totals (car count, 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, sometimes 2.
- 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 sub par 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 \$28/hour, as an employee (not a contract position).

HHW Assessor

The successful candidate 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 and current staff.
- Confirm availability with Executive Director several months before the season.
- Check in at each site by 8:30.
- When each car arrives, and together with the Superv, check residency and evaluate the material brought for acceptability and quantity. This sometimes involves digging through the material.
 - Check for unacceptable items, especially latex/acrylic paint. If excessive, have the driver pull out of line and separate it from load. (This should be done by the staff at the previous station, but isn't always).
 - There are four levels of quantity, with liquids counted as gallons and solids by lbs. Small= up to 3 gallons or lbs; half= 3+ to 10; full= 10+ to 25 gallons or lbs; multiple= >25, >50 etc.
 - Assess quantity level of acceptable material in conjunction with the service provider's assessor, 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. (Only 3 of our towns require this).
- At the end of the day, tally up the quantity totals (car count, small loads, half loads, full loads).
- Pay starts at \$24/hour, as an employee (not a contract position).