



# GUAM SOLID WASTE AUTHORITY

**LOURDES A. LEON GUERRERO**  
Governor of Guam

**JOSHUA F. TENORIO**  
Lt. Governor of Guam

**IRVIN L. SLIKE**  
General Manager



## NEWS RELEASE

### GUAM SOLID WASTE AUTHORITY CREATION OF POSITIONS

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions (Classified):

**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN I (GSWA)**  
**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN II (GSWA)**  
**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN SUPERVISOR (GSWA)**

This petition is in compliance with Public Law 34-58 and 4GCA §6303 (d) which authorizes the creation of positions in Autonomous Agencies and Public Corporation. The petition is also required by 4 GCA. § 6205 and § 6303 as public documents for the purposes of 5 GCA, Ch. 10, Art. 1 (Sunshine Law).

For more information, please visit GSWA's website at [www.gswa.guam.gov/jobs.html](http://www.gswa.guam.gov/jobs.html) or contact GSWA Administrative Office at 671-646-3111.

  
IRVIN L. SLIKE  
General Manager



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## PETITION CREATION OF POSITIONS

### I. REQUEST:

The Guam Solid Waste Authority (GSWA) petitions the GSWA Board of Directors to create the following positions in the classified service pursuant to 4GCA §6303(d) Creation of positions in the Autonomous Agencies and Public Corporations:

- ☐ **Household Hazardous Waste Technician I**
- ☐ **Household Hazardous Waste Technician II**
- ☐ **Household Hazardous Technician Supervisor**

### II. AUTHORITY:

Public Law 34-58 (Amended 10 GCA Ch.51A – GSWA Statute), *Section 1(e) A new position shall include justification, an analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1, the position description, the proposed pay range and demonstration of compliance with 4 GCA §6301, a fiscal note as that term is described in 2 GCA §9101 et seq., and any other pertinent information.*

(1) A new position shall include justification:

A. *The justification for the new positions;*

Since the opening of the Household Hazardous Waste Facility on January 23, 2015, the operations have been contracted to a private contractor to accept and handle various household hazardous waste from Guam residents.

Although the program is free to all residents, the costs are covered by tipping fees paid by GSWA customers. In an effort to realize savings, GSWA has identified that the operations of the HHW Facility can be performed by its employees that undergo necessary certifications.

The creation of these positions is for the efficient and effective performance of duties and functions of the HHW Facility. The creation of these positions is necessary to continue the proper collection of HHW and provide residents with a safe way to dispose of HHW as many types of HHW should not be landfilled or dumped in storm drains or septic systems and can be very harmful to the health of others and the environment.

B. *An analysis of similarities and/or differences between the position to be created and positions listed pursuant to 4 GCA §4101.1;*



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The positions above are new for GSWA. These positions provide GSWA with the ability to hire in-house staff to operate HHW Facility and continue an HHW collection program for Guam.

C. *The Position descriptions;*

See attached.

D. *The proposed pay ranges and demonstration of compliance with 4 GCA §6301 of this title:*

See below.

E. *A fiscal note as that term is described in 2 GCA §9101 et seq.; and any other pertinent information.*

GSWA certifies that this position is budgeted and that funding is available for the creation, filing, and retention of the newly created position. The funding of this position does not have an impact on the General Fund.

*(2) The General Manager of the Authority and the Director of the Department of Administration shall post the position on their respective websites for ten (10) working days. After the posting the head shall forward the petition along with evidence of compliance with Title 5 GCA §6303.1(a), to the governing board or commission who, if they approve the same shall approve the petition by resolution and file the petition and resolution for records with the Director of Department of Administration and the Legislative Secretary.*

*(3) No new positions may be filled until after the compliance with the provision of this Section and thirty (30) days has elapsed from the date of filing with the Legislative Secretary.*

### III. **METHODOLOGY:**

The “benchmark” classification methodology was followed and a review of the proposed position descriptions, GSWA’s organizational chart, staffing pattern, and comparable position standards. For internal review purposes, a 2021 wage study was used to reference the comparable positions available – the source data of which included the 2020 US DOL



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BLS, 2017 Guam Employers Council – wage study, and 2020 staffing patterns of local utility agencies.

To determine the pay grade of each position, an outside consultant was utilized to conduct an evaluation using the Hay Guide Chart – Profile Method. The Hay points were determined based on the factors of *Know-How, Problem Solving, & Accountability*.

## IV. Classification Review

### A. Household Hazardous Waste Technician I

*Position Title:* Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of basic technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of proper procedures to handle hazardous household waste.

*Minimum Experience & Training:* The quantity and quality of training and experiences take into consideration the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous household waste.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
C I 1 115	C 2 (22%) 25	B 1 C 25	Level	165	H

The job entails performing a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues, and regulations.

The Know How is placed at a C which is characterized as general/process/procedural, which means the knowledge at this level is applying practical methods and techniques, work procedures and processes, and or proficiency in the specialized use in materials and tools typically required through specialized training. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position’s human relation skill is at a 1. The job involves dealing with others as primarily concerned with requesting and providing information. Required for effective communication are courtesy and tact.

For Problem Solving, the evaluation is C or semi-routine. This position’s thinking is within well-defined, somewhat diversified procedures with many precedents covering most situations and readily available assistance. The thinking challenge is a 2 or



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patterned because the position deals with similar situations that require solutions by the discriminating choice between known alternatives.

For Accountability, the freedom to act is a B or controlled because the position is subject to instruction and established work routines, under close supervision. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is LEVEL which means that the job's accountability and problem-solving are equal. The evaluation resulted in the total hay points of 165 which is at Pay Grade H under the GSWA Pay Plan (GSWAPP).

## B. Household Hazardous Waste Technician II

*Position Title:* Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of basic technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the basic understanding of proper procedures to handle hazardous household waste as well as work effectively with other employees.

*Minimum Experience & Training:* The quantity and quality of training and experience takes into consideration the prior years of the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous household waste.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 2 152	C 3 (25%) 38	C 1 C 38	Level	228	J

The job entails performing a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues, and regulations.

The KH is placed at a D which is characterized as advanced, which means broad or specialized knowledge of methods, techniques and processes with some knowledge of the basic theoretical background and is acquired through advanced specialized training



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or broad practical work experience. The managerial skill is 1 which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 2 or reason. The job involves interaction with others requiring understanding, influencing, and supporting people, through applying technical knowledge or rational arguments, aimed at causing actions or acceptance of others.

For Problem Solving, the evaluation is C or semi-routine. This position's thinking is within well-defined, somewhat diversified procedures with many precedents covering most situations and readily available assistance. The thinking challenge is a 3 or variable because differing situations require the identification of issues, the application of judgment, and the selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a C or standardized, operating within practices and procedures, general work instructions and supervision of progress and results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is LEVEL which means that the job's accountability and problem-solving are equal. The evaluation resulted in the total hay points of 228 which is at Pay Grade J under the GSWA Pay Plan (GSWAPP).

## C. Household Hazardous Waste Technician Supervisor

*Position Title:* This position supervises and coordinates Hazardous Household Waste Technicians in a wide range of highly specialized activities related to Hazardous Household Waste to ensure compliance with local and federal ordinances, laws, statutes and regulations.

*Illustrative Examples of Work:* The nature of work reflects that of complex, wide range of technical processes surrounding compliance with local and federal ordinances, laws, statutes, and regulations regarding hazardous household waste as well as administering household hazardous waste program initiatives to be compliant with local and federal ordinances, laws, statutes and regulations as well as supervising the daily activity of Household Hazardous Waste Technicians.

*Minimum Knowledge, Abilities, & Skills:* The minimum knowledge, abilities, and skills reflect the work characteristics necessary to the complex understanding of proper procedures to handle hazardous household waste as well as the ability to coordinate and drive program initiatives and supervise Household Hazardous Waste Technicians.

*Minimum Experience & Training:* The quantity and quality of training and experience takes into consideration the prior years of experience with the minimum knowledge, abilities and skills required to successfully comply with how to handle hazardous



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household waste, certification in HAZWOPPER, forklift operating, and supervisory experience.

*Hay Evaluation:* The staff evaluated the position of Household Hazardous Waste Technician I to assess the pay grade. The Know-How, Problem Solving, and Accountability points of the job are as follows:

KH	PS	ACCT	Profile	TP	PG
D I 3 175	D 3 (33%) 57	D 1 C 66	+1	298	L

The job entails performing a wide range of complex technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues, and regulations as well as to provide supervision to Hazardous Household Waste Technicians coordinating program initiatives.

The KH is placed at a D which is characterized as advanced, which means broad or specialized knowledge of methods, techniques and processes with some knowledge of the basic theoretical background and is acquired through advanced specialized training or broad practical work experience. The managerial skill is I which means specific - the performance or supervision of multiple activities are specific as to the objective and content. The position's human relation skill is at a 3 or change behavior. The job involves interaction with others is primarily concerned with influencing, developing and motivating people and change behavior and this often involves the creation of the right working climate.

For Problem Solving, the evaluation is D or standardized. This position's thinking is within multiple substantially different procedures, standards and precedents and/or access to assistance. The thinking challenge is a 3 or variable because differing situations require the identification of issues, the application of judgment, and the selection of solutions within the area of expertise and acquired knowledge.

For Accountability, the freedom to act is a D or generally regulated, operating within practices and procedures covered by precedents or well-defined policies and review of end results. The area of impact is 1 or very small only dealing with areas within the organization and the nature of impact is C or Contributory because the position interprets, advises or facilitates services for use by others to achieve results.

The position's profile is +1 which means that the job's accountability is higher than its problem-solving. The evaluation resulted in the total hay points of 298 which is at Pay Grade L under the GSWA Pay Plan (GSWAPP).



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## V. RECOMMENDATION:

1. To approve the creation of the following positions in the classified service.
  - **Household Hazardous Waste Technician I**
  - **Household Hazardous Waste Technician II**
  - **Household Hazardous Waste Technician Supervisor**
  
2. To adopt proposed minimum and maximum range of compensation for GSWA in accordance with the Strategic Pay Methodology as follows:

Positions	Hay Points	Grade	Min	Max
Household Hazardous Waste Technician I	175	H	\$26,520	\$46,742
Household Hazardous Waste Technician II	228	J	\$31,076	\$54,771
Household Hazardous Waste Technician Supervisor	298	L	\$37,100	\$65,389

Alicia Fejeran  
GSWA Chief of Administration

Irvin L. Slike  
GSWA General Manager

Kathrine B. Kakigi  
GSWA Controller



## HOUSEHOLD HAZARDOUS WASTE TECHNICIAN I

### **NATURE OF WORK**

Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

### **ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)*

- Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
- Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
- Directs and controls the flow of vehicles through the Household Hazardous Waste Facility (HHWF) for the safe unloading of materials.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Ensure safety and housekeeping procedures are followed.
- Performs hazardous classification testing of unknown materials and identifying compatible waste.
- Assists with sorting, bulking, packaging, labeling, manifesting, and preparation of materials for transport.
- Assist the public with HHW inquiries and finds disposal options for household materials.
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Performs disaster and emergency response activities.
- Performs related duties as required.

### **MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions.

Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift.

Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances.

Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**MINIMUM EXPERIENCE AND TRAINING**

- A) One year of experience in the operation of household hazardous waste handling; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur’s license.

40-hour HAZWOPR trained within two (2) months

Forklift certification within 5 months

ESTABLISHED:

Pay Grade/Plan	H (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI2	152
Problem Solving:	C3(25%)	38
Accountability:	B1C	25
<b>Total Points:</b>		<b>165</b>

SIGNATURE

**DEPARTMENT OF ADMINISTRATION  
POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

**DEPARTMENT OF ADMINISTRATION  
POSITION DESCRIPTION QUESTIONNAIRE**

**I. IDENTIFICATION**

<b>Official Position Title:</b>	Household Hazardous Waste Technician I		<b>Official Position No.:</b>	_____
<b>Job Location:</b>	Guam Solid Waste Authority	Engineering	HHW	
	<small>(Department/Agency)</small>	<small>(Division)</small>	<small>(Section/Unit)</small>	
<b>Name:</b>				
	<small>Last</small>	<small>First</small>	<small>Middle Initial</small>	
<b>Pay Grade:</b>	H	<input checked="" type="checkbox"/> Classified	<input type="checkbox"/> Unclassified	<input checked="" type="checkbox"/> Position Vacant
<b>Supervisor:</b>	HHW Technician Supervisor			
	<small>(Name of Direct Supervisor)</small>		<small>Title of Supervisor</small>	

**II. DESCRIPTION OF DUTIES**

Duty No. or % of Time	ESSENTIAL FUNCTIONS: Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.
	<ul style="list-style-type: none"> <li>(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</li> <li>(2) Percentage of time and show % for each (total % equals 100%).</li> <li>(3) Order of importance, beginning with the most important.</li> </ul> <p>Mark (✓ or X) one format only: <input type="checkbox"/> (1), <input type="checkbox"/> (2), <input type="checkbox"/> (3)</p>
1	Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
2	Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
3	Directs and controls the flow of vehicles through the Household Hazardous Waste Facility (HHWF) for the safe unloading of materials.
4	Greets residents, inspects material for eligible HHW, provide customer service excellence.
5	Ensure safety and housekeeping procedures are followed.
6	Performs hazardous classification testing of unknown materials and identifying compatible waste.
7	Assists with sorting, bulking, packaging, labeling, manifesting, and preparation of materials for transport.
8	Assist the public with HHW inquiries and finds disposal options for household materials.
9	Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
10	Performs disaster and emergency response activities.
11	Performs related duties as required.
	<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

<b>A. Within your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
<b>B. Outside your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 – 50% of total working hours	<input type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
N/A		

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	85
Computer	15

**VII. JOB REQUIREMENTS**

Mark  here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**1. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark  "No work experience required."

No work experience is required.

**General:** A. One (1) Year experience in the operation of Household Hazardous Waste handling;

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift. Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances. Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to maintain daily work records.

**2. FORMAL EDUCATION OR TRAINING:** Mark  the most applicable education level required.

- a.  Below High School – Show Number of Years
- b.  High School Graduation / GED
- c.  Vocational / Technical School

Show specific training that is required by this position:  
Must become 40-Hour HAZWOPR trained within two months; and  
Obtain forklift certification within six months.

- d.  Some college  
Show number of  Semester Hours or  Quarter Hours.  
Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)  
 Associate's:  
 Bachelor's:  
 Master's:  
 Beyond Master's:

**3. CRITICAL SKILLS / EXPERTISE:**

**4. LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/certification needed to perform essential functions.

Possession of a valid chauffeur's license. Must become 40-Hour HAZWOPR trained within two months; and Obtain forklift certification within six months.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**

**1. Mark [✓] the most appropriate physical requirement(s) for the job.**

- |                                     |                          |  |
|-------------------------------------|--------------------------|--|
| <input type="checkbox"/>            | Sitting                  | The job requires the employee to sit in a comfortable position most of the time. The employee can move about.        |
| <input type="checkbox"/>            | Sitting                  | Employee is required to sit for extended periods or time without being able to leave the work area.                  |
| <input checked="" type="checkbox"/> | Sitting/Standing/Walking | The employee is required to sit, stand, walk most of the time.   |
| <input type="checkbox"/>            | Climbing                 | Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.                         |
| <input checked="" type="checkbox"/> | Lifting                  | Employee is required to raise or lower objects from one level to another regularly.                                  |
| <input checked="" type="checkbox"/> | Pulling and/or Pushing   | The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee. |
| <input checked="" type="checkbox"/> | Carrying                 | The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).             |
| <input checked="" type="checkbox"/> | Reaching                 | The employee is regularly required to use the hands and arms to reach for objects.                                   |
| <input type="checkbox"/>            | Stooping and Crouching   | The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.             |
| <input type="checkbox"/>            | Crawling                 | Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.       |
| <input checked="" type="checkbox"/> | Speaking                 | The job requires expressing ideas by the spoken word.  |
| <input checked="" type="checkbox"/> | Listening                | The job requires the perception of speech or the nature of sounds in the air.  |
| <input type="checkbox"/>            | Other                    | Describe the requirement.  |

**2. Mark [✓] the most appropriate mental / visual requirement for the job.**

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | General Intelligence (typical requirement for machine operators, office staff, etc.)                             |
| <input checked="" type="checkbox"/> | Motor Coordination Skills (typical for automotive mechanic, painter, etc.)                                       |
| <input checked="" type="checkbox"/> | Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.) |
| <input type="checkbox"/>            | Verbal Intelligence (typical for counselors, customer service representatives, etc.)                             |
| <input type="checkbox"/>            | Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)                                    |
| <input type="checkbox"/>            | Other  |

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

- |    |   |   |
|----|---|---|
| 10 | % | Indoors in a comfortable temperature-controlled environment (for instance, in an office).                     |
| 90 | % | Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.) |
| 0  | % | Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)                         |
| 0  | % | Outdoors but in an enclosed vehicle protected from extreme weather conditions.                                |

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

Mark  if none of the following is applicable.

75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

40 % Lifting or carrying items or objects. Describe item/object and weight:

Heavy containers up to 60 lbs.

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

Mark  if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours – Mark  the most appropriate work schedule / hours for the job.**

Regular – Standard Eight (8) hours daily, Monday – Friday

Irregular – Shift work – A 24-hour work operation.

Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**



**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ x ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

Classification Correct: [ ] Yes [ ] No

If not, corrective action taken: (Attach copy of review made)

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Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

**HOUSEHOLD HAZARDOUS WASTE TECHNICIAN II****NATURE OF WORK**

Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

**ILLUSTRATIVE EXAMPLES OF WORK (Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)**

- Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
- Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
- Greets residents, inspects material for eligible HHW, provide customer service excellence.
- Ensures proper sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
- Under general supervision from HHW Supervisor provides work coordination and direction for other staff assigned to the HHW Facility.
- Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
- Directs and controls the flow of vehicles through the HHW Facility for the safe unloading of materials.
- Ensure safety and housekeeping procedures are followed.
- Performs various administrative activities such as maintaining and updating a variety of records for submission of periodic reports, providing information to residents on the proper handling of HHW; etc.
- Performs disaster and emergency response activities.
- May order and maintain inventory of supplies and equipment.
- May coordinate, schedule, and monitor work assignments to ensure work order completion and a safe environment.
- May lead and train less skilled technicians.
- Performs related duties as required.

**MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions.

Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift.

Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances.

Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**MINIMUM EXPERIENCE AND TRAINING**

- A) At least 2 years of experience in the operation of household hazardous waste handling; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur’s license

40-hour HAZWOPR

Forklift certification

ESTABLISHED:

Pay Grade/Plan	J (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI2	152
Problem Solving:	C3(25%)	38
Accountability:	C1C	38
<b>Total Points:</b>		<b>228</b>

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.

## DEPARTMENT OF ADMINISTRATION POSITION DESCRIPTION QUESTIONNAIRE

**I. IDENTIFICATION**

<b>Official Position Title:</b>	Household Hazardous Waste Technician II	<b>Official Position No.:</b>	
<b>Job Location:</b>	Guam Solid Waste Authority	Engineering	HHW
	<small>(Department/Agency)</small>	<small>(Division)</small>	<small>(Section/Unit)</small>
<b>Name:</b>	<small>Last</small>	<small>First</small>	<small>Middle Initial</small>
<b>Pay Grade:</b>	<u>J</u> <input checked="" type="checkbox"/> <b>Classified</b>	<input type="checkbox"/> <b>Unclassified</b>	<input checked="" type="checkbox"/> <b>Position Vacant</b>
<b>Supervisor:</b>	HHW Technician Supervisor		
	<small>(Name of Direct Supervisor)</small>	<small>Title of Supervisor</small>	

**II. DESCRIPTION OF DUTIES**

<b>Duty No. or % of Time</b>	<p><b>ESSENTIAL FUNCTIONS:</b> Organize and list duties and responsibilities that <b>MUST</b> be performed. List duties in one of the formats below.</p> <p style="margin-left: 20px;">(1) The daily work assignments, beginning with the first duty and ending with the last duty for the day.</p> <p style="margin-left: 20px;">(2) Percentage of time and show % for each (total % equals 100%).</p> <p style="margin-left: 20px;">(3) Order of importance, beginning with the most important.</p> <p>Mark (✓ or X) one format only:    <input type="checkbox"/> (1),    <input type="checkbox"/> (2),    <input type="checkbox"/> (3)</p>
	Performs wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, bulking, shipping, etc. of HHW to ensure compliance.
	Accepts wastes, survey customers, sort materials, perform waste screening, and segregate waste streams for disposal and recycling.
	Greets residents, inspects material for eligible HHW, provide customer service excellence.
	Ensures proper sorting, bulking, packaging, labeling, manifesting and preparation of materials for transport.
	Under general supervision from HHW Supervisor provides work coordination and direction for other staff assigned to the HHW Facility.
	Educates the public, civic groups and other organizations on HHW proper use of fertilizers, pesticides, herbicides and other environmentally related items.
	Directs and controls the flow of vehicles through the HHW Facility for the safe unloading of materials.
	Ensure safety and housekeeping procedures are followed.
	Performs various administrative activities such as maintaining and updating a variety of records for submission of periodic reports, providing information to residents on the proper handling of HHW; etc.
	Performs disaster and emergency response activities.
	May order and maintain inventory of supplies and equipment.
	May coordinate, schedule, and monitor work assignments to ensure work order completion and a safe environment.
	May lead and train less skilled technicians.
	Performs related duties as required.
	<b>NON-ESSENTIAL FUNCTIONS:</b> List duties and responsibilities not listed above that <b>may be</b> performed, as assigned.

**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

<b>A. Within your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
<b>B. Outside your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 – 50% of total working hours	<input type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
<input checked="" type="checkbox"/>	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
	N/A	

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	85
Computer	15

**VII. JOB REQUIREMENTS**

Mark  here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**1. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark  "**No work experience required.**"

No work experience is required.

**General:** A) At least 2 years of experience in the operation of household hazardous waste handling; or

B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Ability to frequently lift heavy containers (up to 60 pounds) and moving waste containers up to 1,800 pounds with a pallet jack, drum dolly, or forklift. Ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances. Ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements. Ability to apply safe work practices on the job. Ability to work effectively with the public and employees. Ability to maintain daily work records.

**2. FORMAL EDUCATION OR TRAINING:** Mark  the most applicable education level required.

- a.  Below High School – Show Number of Years
- b.  High School Graduation / GED
- c.  Vocational / Technical School

Show specific training that is required by this position:  
Must be HAZWOPR trained; and forklift certified.

- d.  Some college  
Show number of  Semester Hours or  Quarter Hours.  
Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)
  - Associate's:
  - Bachelor's:
  - Master's:
  - Beyond Master's:

**3. CRITICAL SKILLS / EXPERTISE:**

**4. LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/ certification needed to perform essential functions.

Possession of a valid chauffeur's license. 40-hour HAZWOPR. Forklift Certification.



## B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS

### 1. Mark [✓] the most appropriate physical requirement(s) for the job.

- Sitting The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking The employee is required to sit, stand, walk most of the time.
- Climbing Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
- Carrying The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking The job requires expressing ideas by the spoken word.
- Listening The job requires the perception of speech or the nature of sounds in the air.
- Other Describe the requirement.
- 

### 2. Mark [✓] the most appropriate mental / visual requirement for the job.

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)
- Other \_\_\_\_\_
- 

### 3. The job's most appropriate work environment and the weather exposure.

Show what percent of a typical workday is spent. (Select one response only)

- 10 % Indoors in a comfortable temperature-controlled environment (for instance, in an office).
- 90 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)
- 0 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)
- 0 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

Mark  if none of the following is applicable.

75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

40 % Lifting or carrying items or objects. Describe item/object and weight:

Heavy containers up to 60 lbs.

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

Mark  if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours – Mark  the most appropriate work schedule / hours for the job.**

Regular – Standard Eight (8) hours daily, Monday – Friday

Irregular – Shift work – A 24-hour work operation.

Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date**

**VIII. SUPERVISOR'S REVIEW**

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ x ] Yes      [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ x ] Yes      [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><thead><tr><th style="text-align: center;">Name</th><th style="text-align: center;">Title</th></tr></thead><tbody><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></tbody></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ x ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor



\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

Classification Correct:  Yes  No

If not, corrective action taken: (Attach copy of review made)

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Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

## HOUSEHOLD HAZARDOUS WASTE TECHNICIAN SUPERVISOR

### **NATURE OF WORK**

Supervises and coordinates Hazardous Household Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, donating, shipping, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

### **ILLUSTRATIVE EXAMPLES OF WORK** *(Any one position may not include all the duties listed, not do the examples cover all the duties in which may be performed)*

- Administer the Household Hazardous Waste Program to include planning; staffing; identification of needs; monitoring compliance with local and federal ordinances, laws, statues and regulations
- Supervises the daily activities and safety of Household Hazardous Waste Technicians in a wide range of highly specialized technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW); Provides instruction and training to HHW Technicians and review work; Conduct performance evaluations, provides corrective actions, as necessary.
- Responsible for coordinating pick-up and ship-out of materials from HHW Facility.
- Review and formulate HHW educational information and materials.
- Create solutions; seek outlets for materials collected; and identify program expansion and services
- Maintain a constant awareness of chemical hazards and safe handling practices.
- Responsible for coordinating facility projects and repairs.
- Generate reports, presentations; maintain records.
- Orders and maintains inventory of supplies and equipment.
- Assists in formulating and preparing budget and cost analyses for HHW and related programs.
- Evaluate incidents for safety and recommend safety improvements. Works closely with Safety Officer on safety matters.
- Works in the field, as necessary, to complete daily tasks.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- May represent the department to internal and external stakeholders.

### **MINIMUM KNOWLEDGE AND TRAINING**

Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Knowledge of methods, techniques, and equipment utilized in HHW disposal.

Knowledge of current laws, rules, and regulations governing HHW and electronics disposal operations.

Ability to communicate effectively, both orally and in writing.

Ability to plan, organize, direct, coordinate and evaluate various activities to ensure all aspects of HHW program are met.

Skill in the use of a computer, including use of Windows operating system.

Skill in the operation of forklifts and other equipment needed to operate HHW program.

Ability to apply safe work practices on the job.

Ability to work effectively with the public and employees.

Ability to maintain daily work records.

**MINIMUM EXPERIENCE AND TRAINING**

- A) Three (3) years of experience in the operation of household hazardous waste handling, HAZWOPPER Certified, Forklift certified, and one (1) year of supervisory experience; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**NECESSARY SPECIAL QUALIFICATION**

Possession of a valid chauffeur's license

40-hour HAZWOPR

Forklift certification

ESTABLISHED:

Pay Grade/Plan	L (GSWAPP)	
Hay Evaluation:	Evaluation Code:	Points:
Know How	DI3	175
Problem Solving:	D3(33%)	57
Accountability:	D1C	66
<b>Total Points:</b>		<b>298</b>

**DEPARTMENT OF ADMINISTRATION**  
**POSITION DESCRIPTION QUESTIONNAIRE INSTRUCTIONS**

**WHO SHOULD COMPLETE THE QUESTIONNAIRE?**

- (1) The employee occupying the position (jobholder) completes the first six (I-VI) sections of the questionnaire.
- (2) The employee completes Section VII if he/she chooses to do so. If the employee decides not to complete Section VII, mark the box provided. The direct supervisor will then complete Section VII for the employee.
- (3) The direct supervisor completes Section VIII. It is to add or clarify any of the information provided by the employee/jobholder or to provide different information.
- (4) The direct supervisor completes the questionnaire for vacant positions.
- (5) Section IX is completed by the Human Resources Office.

**I. JOB IDENTIFICATION:**

- Position Title: Show the official (payroll) title only.
- Official Position No.: Show the official number provided in the staffing pattern for the job. Although the employee/jobholder may change from time to time, the position number does not change. It is a position management tool.
- Job Location: Show the exact location of the position within the organization.
- Direct Supervisor: Show the official position title and name of supervisor or manager to whom the jobholder must report.

**II. JOB DESCRIPTION:**

**ESSENTIAL FUNCTIONS:** These are the required job duties of the position that a qualified person must perform. Under the Americans with Disability Act, the duties are performed either with or without a "reasonable accommodation." Without one of the essential functions, the need for the job is changed.

The description of functions performed must be short, clear and correct. It should tell what is done and its purpose or why. It should not tell how it is done. The duties are specific. Do not use unclear, general statements. Do not use additional papers.

Organize and list the job functions in one of the formats selected below. Mark the format selected. The format selected is only for the purpose of organizing the description of the job. It will not determine the job's classification and pay.

- (1) Daily work assignments – proper for job functions that are repetitive and have specific work operations and procedures. List the functions beginning with the first daily work assignment and ending with the last work assignment.
- (2) Percentage of time – proper for jobs that have varied functions and responsibilities. List the functions by percentage of time spent, beginning with the highest percentage. The total % should equal 100%.
- (3) Order of importance – proper for job functions that provide levels of importance. List the functions beginning with the most important function and ending with the least important. All functions are performed, however.

**NONESSENTIAL FUNCTIONS:** Nonessential functions are tasks that are minor, or not required to the completion of the essential functions. In addition, nonessential functions are those that could be performed by other workers. The phrase, "performs related duties as assigned" is normally listed here.

**III. MINIMUM QUALIFICATION REQUIREMENTS:**

These are the minimum requirements needed to qualify for the job. They are necessary for satisfactory performance of the job's essential functions. It is not to show the employee's (jobholder's) qualifications. They are used further in the job analysis necessary for the creation of position classification standards.

**Experience** – Show the type and length (months or years) of experience needed by a qualified applicant to perform the essential functions of the job.

**Education** – Show the formal schooling or training required for a qualified applicant to perform the essential functions of the job.





**III. CONTACTS:** Departments, agencies and individuals you deal with during the course of your daily activities.

<b>A. Within your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 - 50% of total working hours	<input type="checkbox"/> Over 50%
<b>B. Outside your department/agency. Mark [✓] one box:</b>			
<input type="checkbox"/> None	<input type="checkbox"/> Up to 15% of total working hours	<input checked="" type="checkbox"/> 5 – 50% of total working hours	<input type="checkbox"/> Over 50%

**IV. SUPERVISION RECEIVED:** How closely is the employee's/jobholder's work reviewed by the direct supervisor?  
Mark (✓) one correct response.

	Detailed and specific instructions / procedures received or followed for each assignment.
	<b>General Supervision</b> – Routine duties are performed with minimal supervision. Standard practices or procedures allow employee to function alone at routine work. Supervisor makes occasional check of work while in progress. Work is reviewed upon completion.
✓	<b>Direction</b> – Receives guidance about general objectives in most of the tasks and projects assigned; determines methods, work sequence, scheduling and how to achieve objectives of assignments; operates within policy guidelines. (Generally applicable to skilled professionals, supervisors and managers.)
	<b>General Direction</b> – Receives very general guidance about overall objectives; work is usually quite independent of others; operates within division or department policy guidelines, using independent judgment in achieving assigned objectives. (Generally applicable to managers / administrators in large and complex organizations and to department / agency heads and their first assistants.)

**V. SUPERVISION EXERCISED:** The employee/jobholder supervises other employees. List the number of employees supervised, their position titles, and a brief description of their responsibilities.

Number Supervised	Position Title	Description of Responsibilities
1	Household Hazardous Waste Technician	Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.
1	Household Hazardous Waste Technician II	Performs a wide range of basic technical environmental inspecting, receiving, segregating, packaging, storing, etc. of Hazardous Household Waste (HHW) to ensure compliance with local and federal ordinances, laws, statues and regulations.

**VI. EQUIPMENT:** List the equipment (pickup truck, welder, crane, etc.), office machines (word processor, calculator, copying machine, etc.), or any other machines, tools or devices that are used on a regular and continuing basis. Show what percentage of the regular workday is spent using each.

Tools / Equipment	Percent (%) of Time for Each
Pallet jack, drum dolly, or forklift	20
Computer	80

**VII. JOB REQUIREMENTS**

Mark  here if jobholder is unable to complete this section. The direct supervisor will then complete this section for the jobholder.

**1. MINIMUM QUALIFICATION REQUIREMENTS:** List the minimum experience and training a qualified applicant must have before employment.

**1. WORK EXPERIENCE:** List the general, specialized and/or supervisory/management work experience needed and how much (in months and/or years). If none, mark  "No work experience required."

No work experience is required.

General: **MINIMUM EXPERIENCE AND TRAINING**

A. Three (3) years of experience in the operation of household hazardous waste handling, HAZWOPPER Certified, Forklift certified, and one (1) year of supervisory experience; or

B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

**Specialized:**

**Supervisor/Management:**

**If no work experience is required, list the knowledge, abilities and skills a qualified applicant needs before employment to perform the essential job functions.**

- Ability to apply routing standard procedures and tasks where simple analytic ability is required to select and execute appropriate actions. Knowledge of methods, techniques, and equipment utilized in HHW disposal.
- Knowledge of current laws, rules, and regulations governing HHW and electronics disposal operations.
- Ability to communicate effectively, both orally and in writing.
- Ability to plan, organize, direct, coordinate and evaluate various activities to ensure all aspects of HHW program are met.
- Skill in the use of a computer, including use of Windows operating system.
- Skill in the operation of forklifts and other equipment needed to operate HHW program.
- Ability to apply safe work practices on the job.
- Ability to work effectively with the public and employees.
- Ability to maintain daily work records.

**2. FORMAL EDUCATION OR TRAINING:** Mark  the most applicable education level required.

- a.  Below High School – Show Number of Years
- b.  High School Graduation / GED
- c.  Vocational / Technical School

Show specific training that is required by this position:  
40-Hour HAZWOPR certified; and  
forklift certified.

- d.  Some college  
Show number of  Semester Hours or  Quarter Hours.  
Show specific courses required by the essential functions of this job.

- e. College Degree (Show major area of study required.)  
 Associate's:  
 Bachelor's:

- Master's:
- Beyond Master's:

**3. CRITICAL SKILLS / EXPERTISE:**

**4. LICENSE, REGISTRATION OR CERTIFICATION:** List possession of required license, professional registration/ certification needed to perform essential functions.

Possession of a valid chauffeur's license; Must be HAZWOPPER trained; and  
Forklift certified.

**B. MENTAL / VISUAL, PHYSICAL, AND ENVIRONMENTAL JOB REQUIREMENTS**

**1. Mark [✓] the most appropriate physical requirement(s) for the job.**

- Sitting      The job requires the employee to sit in a comfortable position most of the time. The employee can move about.
- Sitting      Employee is required to sit for extended periods or time without being able to leave the work area.
- Sitting/Standing/Walking      The employee is required to sit, stand, walk most of the time.
- Climbing      Employee is required to climb ladders or scaffolding or to climb and work in overhead areas.
- Lifting      Employee is required to raise or lower objects from one level to another regularly.
- Pulling and/or Pushing      The job requires exerting force up to 100 pounds on a regular basis to move the object to or away from the employee.
- Carrying      The employee is required, on a regular basis, to carry objects in his or her arms or on the shoulder(s).
- Reaching      The employee is regularly required to use the hands and arms to reach for objects.
- Stooping and Crouching      The employee is regularly required to bend forward by bending at the waist or by bending legs and spine.
- Crawling      Employee is required to work in a confined space and/or to crawl and move about on his or her hands and knees.
- Speaking      The job requires expressing ideas by the spoken word.
- Listening      The job requires the perception of speech or the nature of sounds in the air.
- Other      Describe the requirement.

**2. Mark [✓] the most appropriate mental / visual requirement for the job.**

- General Intelligence (typical requirement for machine operators, office staff, etc.)
- Motor Coordination Skills (typical for automotive mechanic, painter, etc.)
- Coordination of Eyes, Hands, and Feet (typical for tractor trailer driver, fire fighter, line electrician, etc.)
- Verbal Intelligence (typical for counselors, customer service representatives, etc.)
- Numerical Intelligence (typical for an accounting clerk, cargo checker, etc.)

[ ] Other \_\_\_\_\_

**3. The job's most appropriate work environment and the weather exposure.**

**Show what percent of a typical workday is spent.** (Select one response only)

60 % Indoors in a non-temperature-controlled environment (such as an open garage, storerooms and warehouses, etc.)

40 % Outdoors exposed to changing weather conditions (for instance, rain, sun, wind, etc.)

0 % Outdoors but in an enclosed vehicle protected from extreme weather conditions.

0 %

**4. Other physical working conditions.**

**Show what percent of a typical workday this position is exposed to:**

[ ] Mark [✓] if none of the following is applicable.

75 % Air contamination (i.e., dust, fumes, smoke, toxic conditions, disagreeable odors).

0 % Vibration (i.e., operating jackhammer, impact wrench).

0 % Noise (Exposure at a level enough to cause hearing loss or fatigue).

0 % An improperly illuminated or awkward and confining work space.

0 % Working above ground level where the chance of falling exists (i.e., on ladders, rooftops, bucket trucks, scaffolding).

40 % Lifting or carrying items or objects. Describe item/object and weight:

Heavy containers up to 60 lbs.

0 % Heat. Describe source and degree of high temperature.

0 % Cold. Describe source and degree of cold temperature:

0 % Other hazards. Describe:

**5. Describe the working conditions that are irregular or unusual for the job and show frequency of exposure.**

[ ] Mark [✓] if not applicable.

**CONDITION**

**FREQUENCY OF EXPOSURE**

**C. Work Schedule / Hours** – Mark [] the most appropriate work schedule / hours for the job.

- Regular – Standard Eight (8) hours daily, Monday – Friday
- Irregular – Shift work – A 24-hour work operation.
- Regular/Irregular – Overtime hours with overtime pay entitlement

State Purpose and total hours required per pay period.

Standard Eight (8) hours daily, Thursday through Monday

- Regular / Irregular – Overtime hours without overtime pay entitlement.

The information given on this position is complete and correct.

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**Signature of Employee**

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**Date**

VIII. SUPERVISOR'S REVIEW

**IMPORTANT: This block to be filled out only by the Direct Supervisor.**

a.	(1) Has the employee correctly stated his or her official payroll position title? [ ] Yes [ ] No						
	(2) If not, what is the correct title? _____						
b.	(1) Are the employee's statements about the duties of his/her position and the supplementary information complete and accurate? [ ] Yes [ ] No						
	(2) If not, what additions, deletions or corrections should be made? (Refer to block and page) _____ _____ _____						
c.	What positions under your supervision perform the same essential functions Give name and title: <table border="0"><tr><td style="text-align: center;">Name</td><td style="text-align: center;">Title</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td>_____</td><td>_____</td></tr></table>	Name	Title	_____	_____	_____	_____
Name	Title						
_____	_____						
_____	_____						
d.	Does this position require (mark one) [ ] Immediate supervision on a regular basis, [ ] Immediate supervision only for new/complex tasks, or [ x ] Little immediate supervision.						
e.	Does the employee participate in (mark those appropriate) the [ ] Formulation, [ ] Interpretation, and/or [ x ] Application of Agency/Department policy. Give examples: _____ _____						
f.	The employee (mark one) [ ] Performs routine, well-defined tasks, [ x ] Performs moderately complex tasks requiring moderate knowledge of Agency's/Department's work; or [ ] Performs complex tasks requiring extensive knowledge of Agency's/Department's work.						

I certify to the accuracy of the description of duties, responsibilities and organizational relationships provided herein; further, that the position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes on the use of public funds. The false or misleading statement may constitute violations of such statutes or their implementing regulations.

\_\_\_\_\_  
Signature of Immediate Supervisor

*Ami L. Slick*

\_\_\_\_\_  
Signature of Department/Agency Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**IX. Human Resources Office Review:**

Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_  
Position Title

\_\_\_\_\_  
Name

Classification Correct:  Yes  No

If not, corrective action taken: (Attach copy of review made)

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Approved by: \_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date