



# City of Tempe

## ENVIRONMENTAL HAZARDOUS MATERIALS SUPERVISOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	403	<i>Department:</i>	Municipal Utilities
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Environmental Program Supervisor
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click <a href="#">here</a> for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives supervision from management staff.
Exercises direct supervision over technical staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of experience in environmental program management, hazardous waste programming, environmental compliance, or environmental engineering.
<i>Education:</i>	Bachelor's degree from an accredited college or university in environmental engineering, environmental science, chemistry or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Possession of a valid driver's license.</li> <li>● Possession of, or required to obtain within ninety (90) days of hire a 40-Hour Hazwoper training certificate.</li> </ul>

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the city's stated mission and values. To perform skilled technical and operational duties in the collection, diversion and disposal of hazardous waste products and other recoverable resources at the city's Household Product Collection Center (HPCC) and community drop-off locations. To assist in planning, developing and implementing a city-wide program to review, identify and eliminate environmental hazardous waste liability in city facilities, programs, policies and operating procedures; and to ensure the Division's compliance with federal, state and local environmental laws and permitting requirements.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies.
- Conduct, manage, and direct environmental training for employees related to various Environmental Protection Agency (EPA), and Arizona Department of Environmental Quality (ADEQ) regulations, and other environmental issues.
- Oversee and ensure operational environmental compliance for the Water Utilities Division (WUD) related to hazardous materials generation, storage and disposal and other related state or county permitting; serve as liaison regarding operational issues associated with hazardous waste generation, storage and proper disposal in other work areas as appropriate.
- Coordinate Arizona State Emergency Response Commission Tier II Chemical Inventory Reporting for municipal facilities as required.
- Act as a liaison for numerous city operations concerning chemical storage practices.
- Develop or oversee the development of operating plans that ensure environmental compliance specific to the HPCC and other related operations.
- Perform chemical storage audits and inspections at applicable city facilities.
- Oversee daily operations of the city's HPCC; identify unknown chemicals and bulk hazardous materials for transport in compliance with Department of Transportation (DOT) regulations; respond to resident inquiries including improperly disposed household hazardous materials and/or illegal dumping occurring in the City of Tempe right-of-way.
- Manage staff and resources including personnel, materials, budget and contracted services.
- Develop and implement WUD policy and procedure manuals for hazardous and non-hazardous waste; counsel and provide detailed information to city management and the public on the proper storage and disposal of household hazardous waste; provide detailed information and technical assistance to regulated industries.
- Prepare and provide technical assistance to city departments and numerous operational areas on the preparation of non-hazardous and hazardous waste applications to EPA and ADEQ.
- Develop and maintain environmental databases that serve as a reference library for regulatory compliance; study new EPA, OSHA and ADEQ regulations and relevant material and attend meetings and workshops to ensure the city remains current on all hazardous waste environmental issues.
- Prepare annual reports on waste generation at city facilities to be submitted to ADEQ and EPA; assist in developing a hazardous waste compliance program for city operations impacted by federal, state and local regulations.
- Represent the WUD on committees such as the North American Hazardous Materials Managers Association and Solid Waste Association of North America; attend public hearings and legislative hearings relating to household hazardous waste and other hazardous waste environmental issues that may impact the city.

- Provide pro-active performance planning utilizing performance management tools;
- Perform related duties as assigned.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ: Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective September 1996*  
*Revised October 2000*  
*Revised July 2022 (change job title)*  
*Revised July 2003 (Range adj)*  
*Revised October 2003 (Range adj)*  
*Revised November 2006 (change job title, revise responsibilities, increase exp guidelines to 5 yrs.)*  
*Revised September 2014 (change job title, revise job duties)*  
*Revised March 2019 (PW Reorg – moved to Municipal Utilities Department)*  
*Revised October 2019 (update job title, reporting relationships, and job duties)*  
*Revised January 2023 (change job title, revise MQ education, reporting relationships, and job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Environmental Hazardous Materials Supervisor**

**Job Code: 403**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Move / Traverse			X	

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*		X		
Electrical*		X		
Power Tools*		X		
Hand Tools*		X		
Personal Protective Equipment*			X	
Fumes		X		
Computer Software			X	
Chemicals			X	

ENVIRONMENT				
Indoors			X	
Outdoors			X	
Working in or around water		X		
Extreme Heat			X	
Extreme Cold		X		
Office Setting			X	
Confined Spaces		X		
Excessive Noise**		X		
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)	X	
<b>Distance</b> (clear vision at 20 feet or more)	X	
<b>Color</b> (ability to identify and distinguish colors)	X	
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)	X	
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)	X	
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)	X	
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs	X	X
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders	X	
Neck Range of Motion	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**