

Position: Environmental Technician I with LSR Duties



Position Classification: Full Time Hourly/ Non-Exempt
Position Reports to: Location Manager
Position Supervises: None

Position Summary

The Environmental Technician is charged with independently carrying out routine hazardous waste disposal projects and onsite services. They are charged with safely operating with and around hazardous materials adhering to local, state, and federal regulations. Environmental Technicians are often the individual who directly interfaces with the Ingenium's clientele during projects. The Location Services Representative provides administrative and clerical support to Operations by utilizing knowledge of systems and procedures to prepare project packets for daily branch operation and assist and maintain Operations filing systems.

Responsibilities

Duties include but are not limited to the following:

Essential function(s)

- Environmental Technicians spend a percentage of their time packaging and transporting hazardous and biological waste shipments. They must ensure all shipment are properly packaged, marked, and labeled, and manifested per state and federal regulations. Technicians oversee load transfers between vehicles and at disposal facilities to ensure all packages are accounted for.
- Environmental Technicians perform onsite services at various locations. This involves the collection of hazardous and biological wastes from laboratory areas and the safe consolidation of these wastes in a centralized location. They ensure that containers that are returned to the labs are properly labeled to meet local, state, and federal regulations.
- Environmental Technicians will perform an array of functions that may include receiving and processing incoming stock and materials, picking and filling orders from stock, or managing, organizing and retrieving inventory in the warehouse. They will also load and unload trucks, operate machinery, and keep records of items loaded and unloaded into the warehouse and trailers.
- Serve as the primary interface with customers, vendors, and visitors (in person) at Ingenium's site locations (branches).
- Maintenance of Operations Records:
 - Prepare project packets for daily branch operations.
 - Upkeep of filing systems, ensuring filing systems are maintained and up to date.
 - Prepare reports as needed for management personnel.
 - Assist in the preparation of reports, as needed, for location-specific customers.
 - Ensure effective electronic archival of daily pdf project packets.

- Responsible for ordering all office supplies and operational supplies as instructed by Location Manager and/or Operations Manager.
- Receive all inventory from our purchases at the operating location. Inventory will be purchased and received using our internal purchasing system.
- Other duties as assigned by supervisor.

Non-Essential function(s)

- Environmental Technicians will perform other duties as assigned such as projects involving decontaminating lab equipment and areas and assisting with inventory and equipment upkeep.
- Environmental Technicians also assist Chemists and Project Managers in other hazardous materials projects where chemicals need to be inventoried and packaged for disposal or relocation.
- Ensure effective archival of files and records.
- Check stock to determine inventory levels; maintain and replenish inventory as needed.
- Anticipate needed supplies.
- Review and approve supply orders; verify receipt of supply.
- Coordinate all office shipping/ mailing operations.
- Coordinate company functions for Ingenium's staff and customers.

Qualifications and Experience

- 0-2 years' experience in the Environmental/ Hazardous Waste Industry.
- 0-2 years' experience performing a variety of office and administrative tasks.
- Good communication skills.
- Courteous, attentive, and punctual.
- Demonstrate an understanding of safe work practices while working with chemical, radiological, and biological agents.
- Attention to detail and high level of accuracy.
- Trustworthy, honest, respectful, and flexible.
- Safe driver, and clean driving record (personal vehicle).
- Ability to project a calm and professional demeanor regardless of the type of environment (calm or fast paced) or type of clientele.
- Adept at time management, able to work with finite deadlines.
- The ability to work independently as well as in a group environment.
- Must possess strong work ethic, as well as cultural awareness and sensitivity.
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Word, Outlook, PowerPoint, Excel, etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.

Education and Certifications

- 40hr HAZWOPER certified preferred.
- DOT Hazardous Materials Handler certified preferred.
- Forklift certified preferred.
- Clean DMV Driving Report required.
- Must pass pre-employment physical, respirator qualification test and drug-screening.

- High School Diploma or Equivalent.

Core Competencies

Time Management

Environmental Technicians use time to their advantage. They schedule specific times to complete tasks, avoid procrastinating, prioritize their tasks in line with department deadlines and goals, start their most difficult tasks first thing in the morning, follow up on requests, and use downtime for planning and preparation. They break up projects into specific action steps and keep the process moving. They keep organized records for quick reference when completing tasks. A large part of time management for employees is to understand the scope of a project before beginning work on it. Top employees understand their tasks, why they are performed, and how they fit into the big picture.

Safety

Performs job in a manner that minimizes hazards to oneself, others, as well as the environment. Keeps work areas clean and safe and takes action to remove or remediate safety hazards in own work area and within the organization. Follows appropriate hazardous waste management procedures. Knows the departmental emergency plans for fires, disasters and campus emergencies. Recognizes and acknowledges safe behaviors exhibited by co-workers. Regularly communicates safety and environment awareness as a priority. Considers impact on environment as practices and procedures are developed and work is delegated.

Communication

Environmental Technicians have strong communication skills. They provide regular updates to their managers and communicate the status of their projects to both managers and coworkers. If they discover an issue, they ask for help when necessary and present potential solutions while discussing with their manager. They have strong verbal and written communication skills and are adept and knowing which form of communication should be used in each situation.

Customer Focus

Cares about customer needs and meets customer's expectations. Responds to issues in order of priority, timely and accurately. Enhances client service delivery systems and processes. Anticipates clients' upcoming needs and concerns.

Team Work

As a team member, the ability and desire to work cooperatively with others on a team.

Accuracy

Performs tasks precisely and according to standards and procedures, and without errors. Proofreads work produced and/or checks products and services delivered thoroughly before handing it on to others, in order to eliminate waste. Maintains complete and precise records of work produced. Evaluates all data used in producing work thoroughly, in order to ensure reliability and accuracy. When issues present themselves, consults with others in order to ensure he/she has resolved them in the appropriate way. Enhances and/or maintains quality and service.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the employee is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities:

ACTIVITY	FREQUENCY		# OF HOURS A DAY									
	CONTINUOUS	INTERMITTENT	1	2	3	4	5	6	7	8	8+	
a. Sitting		x	x									
b. Walking		x		x								
c. Standing		x	X									
d. Bending		x	x									
e. Squatting		x	x									
f. Climbing		x	x									
g. Kneeling		x	x									
h. Twisting		x	x									
i. Lifting		x	x									

LIFTING ☐ 0-10 kgs. ☐ 10-15 kgs. ☐ 15-30 kgs. ☒ Over 30 kgs.

2a. HAND MANIPULATION REQUIRED? X Yes (If yes, complete a,b,c,d,e) No

2b. Repetitive hand movements? X Yes No

2c. Simple Grasping?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes
2d. Power Grasping?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes
2e. Pushing Pulling?	Right Hand <u> </u> Yes	Left Hand <u> </u> Yes
2f. Fine manipulation:	Right Hand <u> </u> No	Left Hand <u> </u> No

3. (a) Does the job require worker to reach or work above the shoulder? Yes x Frequency (Periodic)
(b) Reaching at or below shoulder level? Yes Frequency (Periodic)

4. Does the job require use of his/her feet to operate foot controls or for repetitive movement?
Yes

5. Are there special visual or auditory requirements? No

Describe:

WORK ENVIRONMENT:

a.	Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?	Yes
b.	Is the employee exposed to fumes or airborne particles?	Yes
c.	Does the employee work with hazardous waste?	Yes
d.	Is the employee governed under a Federal Hours of Service regulation?	Yes
e.	Does the employee perform mostly administrative tasks?	No
f.	Is the employee a salesperson?	No

BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A

X **Category I:** Tasks involve exposure to blood, fluids or tissue

 Category II: Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

 Category III: Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

Environment

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot, or cold temperatures. The noise level in the work environment is moderate.

Work Schedule

As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 40 hours per week. Employee must also follow company's policies regarding required meal breaks.

Acknowledgement for Receipt of Job Description

I have received a copy of this Job Description and have read and understand its contents. I understand that if I have any questions pertaining to this job description or my overall job duties, I will consult my supervisor immediately. Furthermore, based on business demands, I understand that the company may revise my duties at its discretion.

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Position Reports to:	Location Manager
Position Supervises:	None

Employee Information

Employees Name:	
Employee Signature:	
Date:	

Supervisor Information

Supervisors Name:	
Supervisors Signature:	
Date:	