

CHER-AE HEIGHTS INDIAN COMMUNITY OF THE TRINIDAD RANCHERIA
P.O. BOX 630, TRINIDAD, CA 95570
JOB DESCRIPTION

Job Title: Zero Waste Technician
Department: Natural Resources Department
Supervisor: Natural Resources Program Director
FLSA Status: Non-Exempt, Full Time
Prepared By: Henry Baker, Ron Sundberg
Prepared Date: 07/12/2024
Approved By: CEO
Approved Date: 08/21/2024

POSITION SUMMARY

The Zero Waste Technician, under the general supervision of the Natural Resources Department Director, has the overall responsibility of executing activities of the Trinidad Rancheria Solid and Hazardous Waste Management Programs. Program activities will establish, increase, and expand composting and recycling infrastructure through the Zero-waste facility and collect data on the rate, quality, and quantity of materials processed through the facility and maintain the facility and equipment in clean, safe, and efficient working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Hazardous Waste Management Program

- Attend a series of trainings pertaining to collection, management, and transportation of hazardous materials including: classroom, hands-on training, and job shadowing at a hazardous waste management facility. Document training activities and summarize activities in monthly reports.
- Research, select, and obtain all applicable permits, registrations, and certifications to maintain Program compliance with all applicable federal regulations.
- Attend planning, operations, and emergency response meetings with staff, hazardous waste management planning committee members, agency representatives, and tribal members. Facilitate the planning of outreach events, community cleanup events, and community hazardous waste collection events. Organize, plan, implement, and document community outreach activities. Activities may include social media, newsletters, flyers, meetings, and events.
- Plan, coordinate, and conduct community education and outreach activities to reduce hazardous waste accumulation and mismanagement of hazardous materials. Document education and outreach activities and results.

- Assist tribal businesses, organizations, and programs to co-develop standard operating procedures (SOPs) and hazardous materials communications plans and support the implementation of plans and procedures.
- Assist tribal staff in the installation and service of hazardous waste collection equipment, signage, supplies, and equipment.
- Conduct hazardous waste audits and hazardous waste awareness trainings with participating tribal businesses, organizations, and programs. Develop, record, and analyze hazardous waste audit report cards. Summarize activities in monthly reports.
- Outfit the Tribe's Hazardous Waste Unit with supplies and equipment. Organize, plan, and host open-house demonstration events to assist hazardous waste management practitioners.
- Prepare a final technical report. The final technical report will include a summary of Project activities, advances or goals achieved, and costs incurred. In addition, the final technical report will discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing similar projects elsewhere.

Solid Waste Management Program

- Attend a series of trainings pertaining to collection, management, and transportation of solid waste including classroom and hands-on training. Document training activities and summarize activities in monthly reports. Train others on the safe and responsible management of solid waste.
- Plan, coordinate, and implement community outreach activities including tribal working group webinars, open-house demonstrations, website updates, presentations, resource-sharing and workshops.
- Assist tribal staff in the development of plans and procedures for the operation and maintenance of solid waste management facilities, equipment, and supplies.
- Assist tribal staff in the installation and service of recycling, composting, and solid waste collection equipment, signage, supplies and equipment.
- Regular collection and backhaul of recyclables from participating tribal businesses and organizations. Regular collection and processing of organic materials from participating tribal businesses and organizations. Regular cleaning of bins and other recyclables and organics collection equipment.
- Regular operation and maintenance of various equipment including; Commercial-scale in-vessel composting system, skid-steer, wood-chipper, hydraulic tote-loader, fork-lift, bulk-material screeners, a commercial bin-washing system, pickup truck, trailers, hand tools.
- Recording, organizing, and reporting of work performance data, record keeping, and collection and preparation of soil samples for analysis.

QUALIFICATIONS

Education and Experience:

- High School Diploma or equivalent additional education or training in environmental, physical science, biology, or related field is preferred.
- Prior experience working in composting, waste management, or similar field is highly desirable.
- Three (3) to five (5) years progressive experience in environmental science, resource management, solid and hazardous waste management, or related field.

Knowledge of:

- Knowledge of composting principles, techniques, and equipment including in-vessel, aerated static pile, or vermicomposting systems.
- Applied working knowledge of project and program management, procurement, contracts, budgeting, accounting, and leadership principles.
- Applied working knowledge of applicable laws, regulations, rules, procedures, and administrative requirements.

Ability to:

- Must have outstanding written and verbal communication skills.
- Must have outstanding organizational and time management skills.
- Accurately synthesize and convey scientific, technical, and/or anecdotal information to a diverse audience.
- Follow procedures, develop and document new procedures, and provide training and instruction to others.
- Willingness to apply logic and reasoning to analyze and efficiently solve complex problems.
- Provide tempered, thoughtful, and constructive feedback and possess a willingness to receive feedback from others.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** – Identifies, processes, analyzes, and documents requirements information; Synthesizes complex or diverse information for diverse groups; Compiles and assesses data and results to interpret work performance; balances intuition, and experience; designs workflows and procedures and monitors performance.
- **Problem-Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group

problem-solving situations; uses reason even when dealing with emotional topics. Ability to make sound decisions under pressure.

- **Communication** - Facilitates the exchange of information to diverse groups including stakeholders, agencies, vendors, organizations, staff and leadership.
- **Decision-making** - Displays willingness to make decisions; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments; works well with a team and independently.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid California Driver's License and be insurable under Tribal Insurance Policy.
- Forklift Certification preferred or willing to obtain.
- Chipper/shredder or skid-steer safety training preferred or willing to obtain.
- Must pass pre-employment drug and alcohol screening, as well as Tribal background check.
- Native American Preference for qualified applicants.

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.

The employee is regularly required to stand, walk, bend, stoop, kneel, reach, push, and pull. Employees must possess the ability to lift, carry, push, pull, materials and objects up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally and pull drawers open and closed to retrieve and file information.

|

Ability to operate a motor vehicle and various equipment for the collection of organic waste and recyclables.

ENVIRONMENTAL ELEMENTS

Employee will work predominantly in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confined workspaces, chemicals, mechanical and/or electrical hazards, hazardous physical substances, dust, dirt, pollen and odors. Employee will semi-frequently work in an office environment with moderate noise levels and controlled temperature conditions. Employee may encounter upset staff, tribal members, and/or public and private representatives in interpreting and enforcing Tribal policies and procedures.

Signature: _____ Date: _____