



City of Omaha
Jean Stothert, Mayor

Honorable President

and Members of the City Council,

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2018 MAR -8 PM 1:25

CITY CLERK
OMAHA, NEBRASKA

Human Resources Department

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Tim Young
Director

The attached Ordinance provides for the creation of a new classification, Household Hazardous Waste Technician. The Environmental Quality Control Division of the Public Works Department has requested the creation of the classification specifically for the work that is done at the hazardous waste collection facility, UnderTheSink. A copy of the new job classification is attached to this ordinance.

In the past, the work at UnderTheSink has been performed by individuals holding the classification of Environmental Inspector. That classification also is used for personnel who perform different duties at different facilities. The City of Omaha invests a large amount of money and time in having our employees certified to handle household hazardous waste. With the current Environmental Inspector position (a much-broader classification), retaining employees to perform these duties has become increasingly challenging as incumbents are able to quickly and easily relocate within their classification. This relocation puts a burden on the facility being able to operate safely and fully-staffed with trained personnel.

The Household Hazardous Waste Technician will be part of the American Federation of State, County and Municipal Employees (AFSCME) Local 251 bargaining unit. For this position to be internally equitable and externally competitive, this position should be set at an hourly rate of \$20.62 to \$25.41.

The classification was submitted and approved by the Personnel Board at its February 22, 2018, meeting.

Respectfully submitted,

Referred to City Council for Consideration

Tim Young 3-1-18
Tim Young, Director
Human Resources Director Date

Jean Stothert 3/1/18
Mayor's Office/Title Date

Robert Stubbe 3-2-18
Robert Stubbe
Public Works Director Date

Stephen B. Curtiss 3/6/18
Stephen B. Curtiss
Finance Director DD Date

ORDINANCE NO. 41447

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Household Hazardous Waste Technician with a hourly pay range of \$20.62 to \$25.41; to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this ordinance and only the lined out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That part E. Classifications – Civilian Bargaining Unit, subpart Allied(03) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled Household Hazardous Waste Technician, Code Number 5645, with the salary range of 04125 (\$20.62 to \$25.41), as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>5645</u>	<u>Household Hazardous Waste Technician</u>	<u>04125 (\$20.62 to \$25.41)</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) following the date of its passage.

INTRODUCED BY COUNCILMEMBER

Ben B. Bray

APPROVED BY:

Tom Stoltz 4/12/18
MAYOR OF THE CITY OF OMAHA DATE

PASSED APR 10 2018 7-0

ATTEST:

[Signature] 4/12/18
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

[Signature] 3/1/18
DEPUTY CITY ATTORNEY DATE

P:\LAW - CITY COUNCIL DOCUMENTS\2018\20228sel



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: HOUSEHOLD HAZARDOUS WASTE TECHNICIAN

BARGAINING UNIT: CIV BARGAINING

CODE NUMBER: 5645

PAY RANGE CODE:

REVISION DATE:

NATURE OF WORK:

An incumbent in this classification is responsible for collecting, sorting, classifying, and preparing household hazardous waste for recycling or reuse at a Regional Household Hazardous Waste Facility and/or other household hazardous waste events or locations. An employee in this classification must exercise considerable independent judgment in working with the public and assuring adherence to federal, state, and local regulations and standards related to household hazardous waste.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Identifies incoming household hazardous waste by chemical name or by physical testing, segregates chemicals by Department of Transportation (DOT) hazard categories such as flammables, corrosives, toxics, reactives, and other hazards.

Processes and prepares bulks wastes according to DOT standards in preparation for transport.

Inspects waste loads and identifies types of unacceptable wastes and gives instructions to the public on alternative disposal methods for those materials.

Proficiency in sorting chemical products within a specific DOT hazard classification for further segregation and proper packaging prior to shipment.

Performs basic and analytical tests to identify and classify unknown products and chemicals.

Greets the public in a professional manner, questioning them and evaluating their waste loads to assure it meets acceptable guidelines.

Maintains daily documentation and work forms for site safety inspections, performs routine calculations, helps maintain facility equipment and machinery.

Responds to questions from the public concerning notices or billings for recycling, yard waste, waste programs and household hazardous waste issues.

Assists in the administration of special programs such as annual Spring Cleanup, Christmas Tree Recycling, Spring and Fall Home & Garden Shows, World O! Water Festival, and others.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the locations of city streets and ZIP Codes in Douglas and Sarpy Counties.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to communicate successfully and build working relationships with contractors, industrial representatives, other governmental officials, and members of the public.

Ability to understand oral and written instructions.

Ability to wear Personal Protective Equipment throughout the work day including: steel toe boots, Tyvek coveralls, nitrile gloves, safety glasses.

Ability to wear a full-face respirator for periods of up to approximately five hours per week.

Ability to adhere to safety policies, procedures, and guidelines.

Knowledge of chemistry or biology related to environmental regulations.

Knowledge of hazardous waste inspection techniques and procedures.

Knowledge of special and hazardous waste treatment, practices, and safety precautions.

Ability to learn and apply City ordinances, rules, regulations, and policies relating to household hazardous waste and solid waste collection.

Ability to interpret and enforce federal and state, government guidelines relating to hazardous waste.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

Ability to work with others in a team environment in close proximity in the collection, sorting, and packaging of wastes, both indoors and outdoors.

Ability to work under stressful situations with members of the public and solve issues diplomatically in a short period of time.

Ability to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school graduation or its equivalent

AND

One (1) year of inspection experience pertaining to the assigned division.

SPECIAL QUALIFICATIONS

An incumbent must possess a motor vehicle operator's license valid in the State of Nebraska and must submit to an initial pre-qualifying medical examination.

Must be able to work varying schedules, including weekends and overtime.

An incumbent must participate in a medical monitoring program that includes an initial comprehensive physical, and biennial examinations thereafter.

An incumbent must be able to be respirator fit-tested and approved on an annual basis.

An incumbent must pass a 40-hour Hazardous Waste Operations & Emergency Response (HAZWOPER) course by the end of the probationary period and maintain it annually with an 8-hour refresher.

An incumbent must pass an 8-hour DOT Hazardous Materials Transportation course by the end of the probationary period and maintain it every 3 years with an 8-hour refresher.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily indoors but does consist of some outdoor work in all weather conditions. Administrative work is performed in a standard office setting. In the processing area, where most of the work is performed, workers are exposed to noise, working near or with machinery, in high places, amid conditions such as chemical fumes, odors, dust, gases, exposure to chemicals, heat, humidity, and cold.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone/Smartphone
Statistical Calculator
Fans
Printer
Forklift w/attachments
Pick-Up Truck w/trailer
Handling 55-gal drums

Copier
Computer
Paint Can Crusher
Automobile
Pallet Jack
Pick-Up Truck w/plow
Aerosol-puncturing device

Hand Tools
Camera
Torque Wrench
Power Saw
Drum Jack
Respirator

HOUSEHOLD HAZARDOUS WASTE TECHNICIAN- PHYSICAL REQUIREMENTS

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Sorting of the hazardous waste collected, depressurizing spray paint cans, crushing paint cans for recycle.		X		
Walking	Sorting of the hazardous waste collected, depressurizing spray paint cans, crushing paint cans for recycle.			X	
Sitting	Performing office tasks, record-keeping, responding to emails and down time when there are no cars delivering waste.		X		
Lifting	Raising and lowering an object weighing up to 110 lbs.			X	
Carrying	Transporting an object through walking weighing up to 110 lbs. over a distance of 15 feet.			X	
Pushing/ Pulling	Pushing/Pulling waste cart and paint up to 250 lbs.			X	
Climbing	While getting on and off the back of a pick-up truck, climbing 4 steps at 6" height to go outside.		X		
Stooping	Sorting hazardous materials on a table height of 43", placing used paint on cart at 36", gathering product in trunk of car.		X		
Kneeling	Gathering material from low resting cars.	X			
Crouching	Picking up various hazardous waste off the ground, picking up needed tools, gathering dirt that was swept and placing various waste on lower shelf.		X		
Reaching	Gathering material out of patrons' cars, placing used oil/antifreeze at 53" disposal height, stocking used aerosol cans from floor to 68", using paint crusher at 48" in height and requiring a 28" forward reach to insert paint.		X		
Hand Usage	Carry, sort, lift, crush and dispose of hazardous waste. Using box cutter, rubber mallet to close paint cans, paint scraper, and paint stirrer.				X

ORDINANCE NO. 41447

Item Submitted By: Janine Kirk

Department: Human Resources

Council Meeting Dates:

First Reading: March 20, 2018

Second Reading and Public Hearing: March 27, 2018

Third Reading: April 10, 2018

An ordinance to amend Section 23-177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Household Hazardous Waste Technician with an hourly pay range of \$20.62 to \$25.41; to repeal Section 23-177 as heretofore existing.

PUBLICATIONS

PUBLICATION OF HEARING:

✓ 22
3-23-18

PUBLICATION OF PASSAGE:

Presented to City Council

April 10, 2018

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APPROVED 7-0
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Elizabeth Butler

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City Clerk