

The University of Texas at San Antonio

Job Description

Job Title: Environmental Waste/Recycling Technician II
Code: 14433
Salary Grade: 53
FLSA Status: Non-Exempt
Department/Division: Environmental Health, Safety and Risk Management
Reports To: Coordinator or Specialist as assigned by Division Manager

Summary

- Function: To assist and fulfill a backup roll to the Coordinator and / or Specialist in oversight of the solid waste and recycling collection services for the tri-campus community. Function includes the collection, processing and transport of campus generated solid waste and recyclable materials. Help with special projects and perform the collection and transportation of precious metals to recycling centers.
- Scope: Responsible for the transportation of outdoor solid waste and recyclable materials to appropriate containers for disposal or recycling for all managed tri-campus locations. Assists the division in collection and packaging universal waste (light bulbs, batteries, etc.) for recycling at all campus locations. In the absence of the direct supervisor, ensures collection schedules are maintained.

Duties

- Typical:
 1. Collect solid and recycling waste from outdoor campus bins per schedule and as needed. Replace plastic bags in the bins and transport waste to appropriate waste containers for off campus disposal or recycling.
 2. Perform routine waste audits as directed by the Specialist or Coordinator to monitor waste generation.
 3. Participate on special collection projects such as Library book recycling, sensitive document collection for shredding, UTSA brochure collection for recycling.
 4. Collect universal waste, cardboard, scrap metal, and toner cartridges, as well as assisting with the salvage of precious metals from campus projects for recycling. Transport special recyclable materials off campus for processing.
 5. Ensure all containers are cleaned and labeled as needed. Keep collection sites and work areas clean and uncluttered. Maintain and inspect assigned UTSA vehicles.
- Periodic:
 1. May participate in Spill Prevention Control and Countermeasures (SPCC) / Spill

<p>Prevention and Response Plan (SPRP) activities and drills for oil-based products / aquifer protection as trained, qualified and directed by the division management.</p> <ol style="list-style-type: none"> 2. May participate as a member of the UTSA HazMat emergency response team if trained and qualified. 3. Attend meetings and workshops to keep up-to-date on new environmental, recycling and solid waste management techniques; and changes to applicable codes and regulations. 4. Assist in providing general safety, health and environmental management training to UTSA personnel as directed by supervisor. 5. Performs other duties as assigned.

Education

Required	Preferred
High School Diploma or GED.	College level coursework or Associate degree in Basic or Applied Science, Engineering, Safety, Industrial Hygiene, Chemistry, Biology, Physics, Environmental Science, or other relevant field. 24 - 40 Hour HAZWOPER training to First Responder Operations Level.

Other

Required	Preferred
Requires a valid Class C Texas Driver's License or ability to obtain one within 30 days of hire and a criminal background check (CBC).	N/A

Experience

Required	Preferred
Three (3) years experience in warehousing, groundskeeping, housekeeping, sanitation, waste management or recycling	N/A

Equipment

Required	Preferred
Personal computer, laptop, or mobile devices and standard office equipment.	May use a respirator if qualified and trained as a participating member of the SPCC oil-based

Must be able to operate a variety of vehicles / heavy equipment to include: motorized carts; light trucks; tractor, backhoe; and forklift.	spill response team or HazMat emergency response team.
Operation of compactors, hand jacks, and power tools.	
Use of personal protective equipment to include specialized gloves, eye protection, safety shoes and hard hats as required.	

Working Conditions

Usual	Special
Must be able to lift up to 40 lbs with or without accommodation.	Occasional weekend duties. Travel between UTSA campuses. Emergency response and preparedness operations as required, qualified and trained.
Position required extended periods of time lifting, walking, standing, pushing, kneeling or bending.	May have occasional exposure to bees, wasps and other biting insects near outdoor waste and recycling bins.
Exposure to hazards associated with mechanical equipment or power tools.	
Exposure to extreme weather conditions.	

Supervision

Received	Given
General supervision received from Coordinator or Specialist as assigned by Division Manager.	May provide work assignments to other technical staff in the absence of the Specialist and / or Coordinator.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.