

METRO

Classification Description

Title: Metro Paint Operations Specialist

Job Code: 0063

Pay Range: 15

FLSA Status: Non-exempt

Bargaining Unit: AFSCME 3580

Established: July 2001

Revised: 2007, August 2016

Classification Summary:

Oversee the daily operation of the Metro Recycling Paint Facility. Prioritize and direct daily activities of Paint Operations Assistant and contract workers.

Supervision Received:

Supervision is received from a Program Supervisor or Manager

Supervision Exercised:

Lead direction is exercised over Paint Operations staff and contracted employees

Distinguishing Features:

This position is distinguished from the Metro Paint Operations Technician by the ability to establish and direct the work of others and by the performance of more complex work assignments, requiring in-depth knowledge of recycled latex paint facility operations, and by the ability to independently perform duties with minimal supervision.

Essential Functions:

An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks, which an employee may be expected to perform.

1. Oversees the operation of processing and repackaging of post-consumer paint.
2. Directs and oversees daily activities of Paint staff and contracted employees, including establishing work assignments and conducting training as needed. Completes payroll and schedules assigned staff.
3. Oversees and conducts sales and marketing of recycled latex paint to public, commercial, non-profit and government agencies.
4. Identifies and properly manages hazardous material received at the facility.
5. Provides assistance both in person and over the phone to public, commercial, non-profit and governmental agencies regarding Metro recycled paint program.
6. Oversees and conducts maintenance of facility production equipment.

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7. Researches and prepares contracts and purchase orders for materials and equipment.
8. Researches and develops new processes and procedures for program area.
9. Drafts correspondence and performs data input utilizing PC.

Secondary Functions:

1. Provides information to national, state and local government agencies regarding establishing recycling latex paint programs.
2. Operates booths at trade shows and conducts speaking engagements on recycled paint program.
3. Performs other related duties as assigned.

Job Specifications:

Bachelor's degree in chemistry, environmental science, engineering, public administration or closely related field; or any combination of experience and education that provides the applicant with the desired skills, knowledge, and ability required to perform the job.

Knowledge, Skills and Abilities:

1. Knowledge of hazardous waste handling and disposal requirements
2. Knowledge of EPA, DEQ and other regulations pertaining to hazardous waste
3. Knowledge of environmental science
4. Knowledge of basic software programs such as Access, Excel and Word
5. Knowledge of supervisory principles and practices
6. Ability to establish and maintain effective working relationships with contractors, governmental agencies, Metro staff and the general public
7. Ability to set work priorities, direct, guide and motivate subordinates
8. Ability to communicate effectively, both orally and in writing
9. Ability to provide quality customer service
10. Ability to operate and maintain a variety of vehicles, equipment and tools including forklift, pallet jack, dollies, cranes, hydraulic and power tools and commercial trucks
11. Possession of a valid Oregon Driver's License
12. Ability to acquire an Oregon Commercial Driver's License (CDL) within 3 months of hire

Working Conditions:

This position requires the ability to perform those activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Position requires continuous and/or frequent fingering, talking, sitting, handling and

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good general hearing. Also requires occasional standing, walking, reaching, feeling, repetitive motions of the hands/wrists, bending, grasping and the ability to lift and/or carry up to 60 pounds and the ability to push and/or pull up to 3,750 pounds using a pallet jack. Incumbent may be exposed to inclement weather conditions.