

**HUMBOLDT WASTE MANAGEMENT AUTHORITY**  
**1059 W. HAWTHORNE STREET**  
**EUREKA, CA 95501**  
**(707) 268-8680**  
**www.hwma.net**



**EMPLOYMENT APPLICATION FOR:** \_\_\_\_\_

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

<b>PERSONAL INFORMATION</b>				
1. Name (Last, First Middle)		2. Driver's License (State & Number)		
3. Address (street address)		4. Home Telephone Number	5. Alternate Phone Number	
(City, State, Zip)		6. E-mail address		
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes      No	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2018 _____ 2019 _____ 2020 _____	
8. If hired, can you furnish proof that you are over 18 years of age?	Yes      No		13A. Do you have adequate transportation to/from work? 13B. Do you have a valid Driver's License?	Yes      No
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes      No			
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes      No			
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes      No			
14. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (proof of citizenship or immigration status will be required upon employment)		Yes	No	
NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.				
15. Use this space to explain any of the above questions. Attach additional 8 ½" by 11" sheets if needed.				
<b>EDUCATION</b>				
School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School				
College				
Other				



## REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.

No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

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### APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:



**AUTHORIZATION FOR BACKGROUND INVESTIGATION**  
(Applicant to Complete and Return)

I, \_\_\_\_\_, hereby authorize Humboldt Waste Management Authority (HWMA) and Pre-Employ.com to obtain a "background investigation report" as part of its pre-employment background check. I understand that this background investigation report addresses the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;

I further authorize all my previous employers, educational institutions and consumer reporting agencies to provide such information about me to HWMA or any other entity that obtains information for HWMA. I release all respondents from any liability for releasing information.

I understand that HWMA and its agents are not responsible for the accuracy or completeness of the information contained in any background investigation report. I release HWMA and its agents from all liability, claims and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation.

I understand that I will receive a free copy of any background investigation and/or consumer report requested by HWMA. (Check the box below if you would like a copy of the report sent to you.)

This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act and the California Investigative Reporting Agencies Act, I will be notified by HWMA if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that pursuant to the Fair Credit Reporting Act, if requested within 60 days, I will be given full disclosure as to the nature and substance of all information provided to HWMA.

I understand that this authorization is not an offer for employment by HWMA, and that any false or misleading information I have provided to HWMA may result in a refusal to hire, promote, reassign or continue employment. I have received and read the attached disclosure regarding HWMA's right to obtain a background investigation report for employment purposes, and I authorize HWMA to obtain such a report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

Yes, I wish to receive a copy of any background investigation report requested about me by HWMA.

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION  
(Applicant to Retain Disclosure)**

PLEASE BE ADVISED THAT Humboldt Waste Management Authority (HWMA) may obtain a “background investigation report” (sometimes called a “consumer report” or an “investigative report”) about you as part of its pre-employment background check of your application for employment. HWMA may obtain a background investigation report on all final applicants for the position you have applied for in order to assist it in making its hiring decisions. HWMA has an outside investigation company, Pre-Employ.com, Inc., conduct the investigation and prepare the report. This background investigation report may include, in whole or in part, information about your character, general reputation, personal characteristics, and mode of living, including information about the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;
- Credit worthiness, credit standing and credit history.

If you wish HWMA to consider you for employment, please sign the attached authorization, which authorizes HWMA to obtain this background investigation report.



Effective: July 1, 2020  
FLSA: Non-Exempt

## **JOB DESCRIPTION**

### **MATERIALS DIVERSION TECHNICIAN I/II/III**

#### **DEFINITION**

Under direct or general supervision, performs a variety of duties related to operational support and maintenance including load checking, salvage and recycling, dismantling appliances, and stormwater activities; uses and operates a variety of tools and light to heavy equipment; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct or general supervision from assigned supervisory personnel. Exercises no direct supervision over staff.

#### **CLASS CHARACTERISTICS**

Materials Diversion Technician I: This is the entry-level classification in the diversion maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn the use of tools, equipment, and a wide variety of practices and procedures involved in the operation and maintenance of disposal facilities. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Materials Diversion Technician II: This is the journey-level class in the diversion maintenance series that performs the full range of duties required to ensure that materials diversion facilities are maintained in a safe and effective working condition and provides safety for public and Authority use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments. This class is distinguished from the Supervisor in that the latter is responsible for providing technical and functional supervision and direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

Materials Diversion Technician III: This is the advanced journey-level class in the diversion maintenance series that performs the full range of duties required to ensure that materials diversion facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and Authority use. Responsibilities include complex heavy equipment operation including excavators and loaders in addition to performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. Positions at this level are distinguished from the II by the operation of more complex heavy equipment. Positions at this

level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the assignments. This class is distinguished from the Supervisor in that the latter is responsible for providing technical and functional supervision and direction to lower-level maintenance staff and performs the most complex duties assigned to the series.

Positions in the Materials Diversion Technician class series are flexibly staffed and positions at the higher level are normally filled by advancement from the lower level after gaining the knowledge, skill, and experience which meet the qualifications, after demonstrating the ability to perform the full range of work of the higher-level class, and meeting performance standards.

**EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

*Some duties may be performed by positions at the entry (I) level in a learning capacity:*

- Monitors loads coming onto site; performs load inspections to ensure compliance with hazardous waste and other regulations; remove unpermitted waste.
- Visually inspect and manually pull recyclable material such as tires, mattresses, wood, glass, metals from the tip floor and other areas; sort by type and deliver to appropriate location.
- Directs and controls traffic; provides information to customers on safe unloading procedures; as assigned, separates private and commercial users to increase efficiency and safety; calms confused/angry customers.
- Dismantles or processes freon and non-freon appliances.
- Maintains and monitors landfill gas and leachate collection systems.
- Assists in erosion control projects and site maintenance.
- Assists in conducting environmental monitoring and sampling.
- Operates and maintains a variety of light, medium, and heavy equipment related to materials diversion facilities such as a rail truck, baler, forklift, and front-end loaders.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains public facilities, shop and garage areas, storage sites, and other work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Assists customers; responds to requests and complaints from the public and answers questions or refers to supervisor, as necessary.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Provides support at the landfill.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

**Materials Diversion Technician III**

*In addition to above:*

- Operates and maintains heavy equipment related to facilities such as an excavator, skid steer, and multiple classes of front-end loader.



- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions, which may include conducting safety meetings.
- Provides administrative and staff assistance to supervisor including purchasing, shipping, coordinating transportation, form completion and other necessary paperwork, and compilation of data for special projects.

### **QUALIFICATIONS**

*Some knowledge, skills, and abilities may be performed by positions at the entry (I) level in a learning capacity:*

#### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining landfill facilities and landscapes, including rodent control and weed abatement.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Safety equipment and practices related to the work, including the handling of hazardous materials.
- Safe driving rules and practices.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Authority staff.
- The structure and content of the English language to effectively perform the work.

#### **Ability to:**

- Perform maintenance on disposal facilities and equipment.
- Operate specialized equipment related to assigned work.
- Ensure optimal traffic flow related to operations.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Respond to Hazardous Waste spills in accordance with spill response procedures.
- Safely and effectively use and operate hand tools, mechanical equipment, and power tools and equipment required for the work.
- Maintain accurate logs, records and basic written reports of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Effectively communicate in person.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **In addition to above at the Materials Diversion Tech III:**

- Operate complex specialized heavy equipment related to assigned work.
- Provides administrative and staff assistance to the supervisor including purchasing, shipping, transportation coordination, compilation of data for special projects, completion of forms and other operational paperwork.

#### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Materials Diversion Technician I/II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Materials Diversion Technician II: Two (2) years of experience performing diversion maintenance and equipment operation activities in a materials transfer, landfill, and recycling operations equivalent to that of the Materials Diversion Technician I at HWMA.

Materials Diversion Technician III: Six (6) years of experience performing diversion maintenance and experience with complex heavy equipment operation activities in a materials transfer, landfill, and recycling operations equivalent to that of the Materials Diversion Technician II at HWMA.

**Licenses and Certifications:**

- Possession of a valid California class C driver's license with satisfactory driving record acceptable for insurability within six (6) months of hire.
- Must pass forklift proficiency test within three (3) months of hire.

Materials Diversion Technician II:

- Possession of a twenty-four (24) hour HAZWOPER certification within six months.
- Possession of an Environmental Protection Agency (EPA) refrigerant handling certificate.
- Must pass front end loader proficiency testing prior to advancement.

Materials Diversion Technician III:

- Must pass excavator and tractor-trailer proficiency testing prior to advancement.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate varied hand and power tools and c equipment, and to operate a motor vehicle and visit various Authority sites; vision to read printed materials and inspect materials; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset public in enforcing policies and procedures.