



## **Solid Waste Safety Coordinator**

**Category:** Classified  
**Pay Grade:** C19  
**Job Code:** 16946

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs specialized field and office work monitoring compliance with Solid Waste related ordinances and procedures and protecting departmental property, facilities, employees, and the general public; maintains site safety and security, including traffic control and responding to accidents or incidents onsite, including related documentation; performs site inspections and monitoring to assess the condition and security of the site and facilities and to verify compliance with permit conditions, and prepares and maintains related monitoring and inspection records; responds to non-compliant conditions or may refer such incidents to the appropriate law enforcement agency; provides assistance and education to the public on ordinance compliance requirements.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs daily inspections of the solid waste disposal facility and site, prepares daily inspection reports, and recommends appropriate actions to be taken to maintain compliance with applicable permit Monitors compliance of established safety and security practices, policies, and procedures mandated by local, state, and federal authorities and statutes, including issuing warnings and citations as required.
- Leads and oversees the drafting of department safety policies/procedures.
- Acts as repository administrator for department safety policies/procedures.
- Coordinates the recordkeeping for safety training records.
- Oversees site radio communications with regards to hardware, issuance, call number assignment and radio use training.
- Coordinates safety achievement recognition.
- Coordinates implementation with site contractors per approved project safety plans.
- Investigates vehicle accidents, personal injuries, and incidents occurring on Solid Waste property, files police reports to local authorities as required, prepares various reports and logs, and follows through to Risk Management;
- Administers first aid as required in accordance with prescribed practices approved by the American Red Cross;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

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

Three (3) years of experience with regulatory compliance and enforcement or a related field; or an Associate's degree with coursework in environmental science or chemistry and one (1) year of training or experience with regulatory compliance and enforcement, or a related field; or an equivalent combination of education, training, and/or experience.

**Special Qualifications** (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Hazardous Waste Operator and Emergency Response (HAZWOPER) certification (29 CFR 1910.120) within six months of hire.
- Florida Department of Environmental Protection Solid Waste Spotter Certification within six (6) months of hire.
- Other knowledge, skills, abilities, and credentials required for a specific position.

**Knowledge, Skills and Abilities:**

- Knowledge of environmental related codes, laws, ordinances, rules, and regulations affecting Solid Waste Management operations;
- Knowledge and skill in explaining and tactfully enforcing Solid Waste rules and regulations, ability to react quickly and calmly in emergencies, and maintain composure under stressful conditions;
- Knowledge of mathematics and natural, physical sciences;
- Knowledge of OSHA regulations and recognized safety operating practices for field monitoring activities, safe workplace, and laboratory work;
- Knowledge of first aid and CPR.
- Ability to understand and implement oral and written instructions;
- Ability to work in adverse weather conditions, including prolonged heat;
- Ability to conduct field inspections and determine facts through investigation;
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form;
- Ability to utilize a personal computer.

**PHYSICAL/MENTAL DEMANDS**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in an environment where errors can lead to significant physical or mental consequences for self or others.