



Solid Waste Specialist

Category: Classified
Pay Grade: C22
Job Code: 16954

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 work, with designated lead worker responsibility, in the operation of solid waste management programs; ensures compliance with environmental regulations; directs and coordinates activities relating to the landfill, waste to energy plant, transfer stations, recycling and waste diversion programs, and solid waste permit compliance; may also assist in the management and operation of a variety of environmental projects such as the household electronic and chemical collection program and special waste handling program, including monitoring contractor operations for such programs; works with known and unknown hazardous chemicals.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Plans, organizes, directs, and schedules the work of employees engaged in waste diversion and recycling programs (HEC3, yard waste processing, recycling);
- Makes necessary field inspections to assure safe working conditions and that established methods and policies are followed;
- Coordinates field maintenance, repairs to equipment, and coordinates improvement and repair contracts;
- Assists in budget administration by monitoring department expenditures on a monthly basis and providing input on the development of the annual department budget and the landfill contractor budget;
- Initiates correspondence and prepares comprehensive reports and instructions necessary to ensure effective administration;
- Monitors contracts for various environmental services, including review and approval of invoices;
- Maintains electronic and paper records for solid waste operations programs;
- Reviews and reconciles invoices for services provided by contractors;
- Coordinates and monitors on-site activities for compliance with the appropriate permit and regulatory issues, prepares the appropriate reports, and recommends corrective action when necessary;
- Interprets and verifies groundwater, surface water, ash industrial discharge, leachate, and gradient monitoring data and reports results to appropriate regulatory agencies;
- Coordinates the work of other department personnel, consultants, and testing labs to produce data for special studies and permit compliance;
- Reviews special waste disposal requests and advises on proper disposal procedures and compliance with laws, codes, and regulations;
- Ensures hazardous materials received at the Household Electronics and Chemical Collection Center (HEC3) are correctly identified, classified, stored, packaged, and transported;
- Reviews and confirms hazardous waste manifests and certificates of disposal, recycling, and destruction;
- Manages projects and coordinates efforts with business partners and clients;
- Schedules appointments, conducts research, and provides reports and recommendations related to waste reduction, recycling, and special or hazardous waste disposal;
- Plans special events such as hazardous waste mobile collections and public education events;

- Gives public presentations on Solid Waste Operations and disposal programs;
- Schedules staff, trains, and assigns work;
- Orders, tracks, and maintains inventory and supplies;
- Attends training, classes, and meetings;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree with course work in chemistry or other environmental science and two (2) years of field experience, at least one (1) of which must have included lead worker or supervisory responsibilities; or an equivalent combination of education, training, and/or experience.

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

- Florida Commercial Driver's License "A" and Hazardous Waste endorsement, within six months of hire.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Florida Department of Environmental Protection Solid Waste Spotter Certification within six (6) months of hire date.
- Hazardous Waste Operator and Emergency Response (HAZWOPER) certification 29 CFR 1910.120 within six months of hire.
- Department of Transportation (DOT) Hazardous Materials/Waste Transporter Certification within six months of hire
- Completion of Solid Waste Association of North America (SWANA) approved Manager of Landfill Operations course within twelve (12) months of hire date.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and methods of environmental management;
- Knowledge of chemical incompatibilities and ability to recognize indicators of unstable chemicals through visual inspection and take the appropriate response actions;
- Knowledge of ordinances, rules and regulations relating to environmental management and ability to enforce them;
- Knowledge of the principles and practices of the operation and maintenance of solid waste disposal systems and of the related state, federal, and County regulations;
- Knowledge of the functioning and servicing of transfer and disposal equipment and rolling stock;
- Knowledge of modern developments in the fields of solid waste and resource recovery;
- Knowledge of budgeting and accounting principles, practices, and procedures as applied to large organizations;
- Knowledge of personal computer, including Internet applications, Microsoft Word, Excel, and Outlook software;
- Ability to present ideas and findings clearly and concisely in written, oral, or graphic form;
- Ability to conduct and participate in environmental studies, analyze information, and formulate recommendations based upon studies;
- Ability to apply related engineering knowledge to specific administrative and technical problems;
- Ability to plan, supervise, and coordinate technical, operational, and administrative activities and programs.

PHYSICAL/MENTAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 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.

- 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.
- 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.