

SOLID WASTE SPECIALIST

Job Code	Pay Grade
16954	CL15

Nature of Work

This is specialized work, with designated supervisory responsibility, in the operation of solid waste management programs. Employees in this class are responsible for ensuring compliance with environmental regulations. Predominant duties may involve direction and coordination of activities relating to the landfill, waste to energy plant, transfer stations, recycling and waste diversion programs, and solid waste permit compliance. Employees in this class 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. Responsibilities involve work with known and unknown hazardous chemicals.

Minimum Qualification Requirements

- Bachelor's Degree with course work in chemistry or other environmental science and 2 years of field experience, at least one of which must have included supervisory responsibilities; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- 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 highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, organizes, supervises, and directs 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 and 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.

SOLID WASTE SPECIALIST (continued)

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Illustrative Tasks (continued)

- 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.
- Performs related work as assigned or required.

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.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Skilled Craftsmen	Classified