

ENVIRONMENTAL MANAGER

MAJOR FUNCTION

This is a professional position responsible for management work in household hazardous waste operations. Position coordinates unit activities by providing information on treatment, containment and disposal. Manage County's Community Service Weekend Work Program and Litter Control division. Work involves responsibility for supervision of hazardous waste landfill activities to ensure compliance with established regulatory standards.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Manage the operations of the Household Hazardous Waste programs and services to include management of the operation of the Household Hazardous Waste Collection Center.
- Manage, plan, organize, and schedule all budgetary and work activities dealing with the County's Community Service Work Program.
- Complete reports and documentation for presentation to the Board and Judicial system as required specific to the Community Service Work Program.
- Manage the litter control division responsible for litter pick up on County's maintained right of way, litter pickup on the landfill to comply with FDEP permitting , illegal dumpsite cleanup, community clean up projects, disaster preparedness. Inmate trustee supervision and control.
- Negotiates and monitors compliance for household hazardous waste contracts with recyclers, waste handlers and disposal firms.
- Performs chemical testing to screen and identify classes of hazardous materials and the sorting and proper classification of such. Monitors waste stream to develop, maintain, and report data relative to hazardous waste.
- Develops programs, researches information and provides promotion and education to the public, businesses and other departments and service groups on household hazardous waste and related resource conservation issues.
- Coordinates special programs, e.g., mobile collections, electronic waste, pesticide clean sweep collections, inter-county cooperatives.
- Maintains current knowledge of trends and legislative developments in the field for application to functions under charge.

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- Supervises the inspection and education of local businesses in hazardous waste generation, proper disposal and documentation for compliance with regulatory standards.
- Coordinates, schedules, and assigns staff to daily operational responsibilities. Recommends hiring, firing, and promotion of employees; evaluates employee performance.
- Ensures the proper monitoring of disposal areas, e.g., landfill, transfer station, tires, metals, brush.
- Monitors the flare and leachate system, the bioreactor system, and related landfill areas in compliance with regulatory requirements.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

SUPERVISION

Responsible for direct supervision of a relatively small number of employees (two or more), with indirect supervision of a moderate size staff. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

Bachelors degree in environmental management, with five years progressively responsible and knowledgeable experience in hazardous waste and solid waste management responsibilities; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License.

Certifications

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Solid Waste Sanitary Landfill Operators Certificate. Transfer Station certificate. Completion of 40 hour OSHA training course, and Landfill Gas and Leachate system.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read, and analyze technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups and/or boards.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Ability

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- Develops plans, policy, specifications, programs, plans, or procedures.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses or technical systems.

Specialized Skills and Abilities

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- Knowledge of the principles and practices of solid waste operations, specifically in the areas of transportation, disposal, and project management.
- Thorough knowledge of all types of equipment and capabilities, as well as the maintenance requirements of the equipment utilized in solid waste disposal operations.
- Considerable knowledge of modern principles and practices of administration and organization, including budget, personnel techniques, and management.
- Ability to supervise and coordinate various work sections to accomplish common goals.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machinery and Equipment

This employee will be required to operate a computer, calculator, telephone, two-way radio, fax machine, copy machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to sit, taste or smell, and to lift up to 50 pounds; regularly be required to use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and to lift up to 25 pounds; and will frequently be required to stand, walk, talk or hear. Vision requirements are close and distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, moving mechanical parts, high precarious places, toxic or caustic chemical, risk of electrical shock, risk of radiation, and vibration; will regularly be exposed to fumes or airborne particles; and will frequently be exposed to outdoor weather conditions. The typical noise level for this environment is loud.

Established: 3/2005

Pay grade: 24

Job Description Number: 1195

Category: 1

Status: E

Revised: