

HAZARDOUS WASTE SPECIALIST

MAJOR FUNCTION

This is a technical position that is responsible for collecting and managing hazardous, biomedical, and special waste. Prevention of unauthorized waste from being disposed of illegally, through hazardous waste management, public education, and compliance with County, State, and Federal regulations.

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.

- Receives solid waste and hazardous waste from public, makes waste determination, stores waste based on chemical compatibility or infectious nature.
- Prepares required reports and maintains records as required by the Department of Environmental Protection and Department of Health, concerning daily leachate levels, random load inspections, monthly water levels, daily and biweekly flare operations and biomedical waste.
- Collect and transport biomedical waste from all recycle centers to baseline landfill. Process for disposal by a biomedical contractor.
- Makes adjustments and recommendations based on daily reports and observations to maintain compliance with all permitting standards and requirements. Makes adjustments to the flair system that reduces the NMOC concentration.
- Receive biomedical waste (sharps) from public. Segregate, label, package, store and transport. Decontaminate biomedical waste spills when necessary. Remain current in related training.
- Ensures proper marking and labeling of bulk process waste.
- Recovers and bulk packages recyclable paint. Prepares recyclable items and paints for shipping by packaging and labeling properly. Inspects pesticide containers for recycling.
- Supervises inmates, work gang and community service workers as directed.
- Assists with coordination of solid waste programs such as mobile collection events, and business hazardous waste collection events.
- Investigates and resolves hazardous waste complaints and prepares reports for regulatory agency responsible.
- Performs clean up activities related to spills and releases to include determining proper response, safety, containment, clean up, packaging, labeling, disposal of material and documentation.

HAZARDOUS WASTE SPECIALIST

- Attends meetings and makes presentations.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Review and make recommendations regarding special waste.
- Order supplies and maintain inventory.
- Monitor and oversee hazardous waste transporter activities.
- Perform safety inspections of work site.
- Performs light vehicle and equipment maintenance.
- 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

This position has no employee supervisory responsibility.

EDUCATION, EXPERIENCE, LICENSES, CERTIFICATIONS

Education and Experience

High school diploma or general education degree (GED); some college with major course work in chemistry or environmental science preferred; or three years experience and/or training in the environmental field; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License, Class D.

Certifications

Forty-hour OSHA (29 CFR 1910.120), blood borne pathogen training (29 CFR 1910.1030), Landfill Gas Certificate and DOT Hazardous Materials Transporting (49 CFR 172 subpart H) or the ability to obtain within 6 months of hire date.

HAZARDOUS WASTE SPECIALIST

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, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of manager, clients, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Problem Solving Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardized exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods as essential tasks.

Specialized Skills and Abilities

- Ability to work independently.
- Some knowledge of basic field sampling and testing equipment.
- Attention to detail.
- Ability to prepare technical reports. Maintain all related documentation in compliance with 64E.16 F.A.C. and OSHA 29 CFR Part 1910.
- Ability to plan and organize work and meet multiple deadlines.

HAZARDOUS WASTE SPECIALIST

- Basic knowledge of chemistry.
- 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, fax machine, GPS receiver, copy machine, and other general office equipment, as well as personal protective equipment, various hand tools of the trade, and 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, climb or balance, stoop, kneel, crouch or crawl, and to lift up to 50 pounds; will regularly be required to walk; and will frequently be required to stand, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, taste or smell, and to lift up to 25 pounds. Vision requirements are close, distance, and color vision.

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, risk of electrical shock, work with explosives, risk of radiation, and vibration; regularly be exposed to fumes or airborne particles and toxic or caustic chemicals; and will frequently be exposed to outdoor weather conditions. The typical noise level for this environment is loud.

Established: 10/99

Pay grade: 13

Job Description Number: 3043

Category: 3

Status: NE

Revised: 10/2006