



SPECIAL WASTE SPECIALIST

CLASS SUMMARY:

Provides technical expertise and direct assistance to the Waste Management Manager to ensure compliance with Federal and State regulations relating to the management and disposal of special and hazardous wastes; in planning and coordination of special and hazardous waste programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Waste Management Manager. May provide technical and functional support to other positions for special projects.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1. Develop and provide educational materials on alternatives to disposal and proper disposal of hazardous materials from the public and small quantity generators (CEGS).
2. Develop Requests for Proposals/Bid Documents for Household Hazardous Waste Collection Events at the Central Receiving Site and selected rural transfer stations.
3. Plan and coordinate HHW and CEG collection events including coordination of contractors, volunteers and County staff.
4. Conduct random load check inspections in accordance with Federal and State guidelines in order to identify prohibited waste and reject as necessary. Provide follow-up contact with generators to eliminate delivery of prohibited materials.
5. Administer Special Waste permit process which includes approval or rejection of applications for disposal of special wastes and petroleum contaminated soils.
6. Assist in the development of Special Waste Program budget.
7. Develop and recommend of written guidelines/procedures for the management of special wastes.
8. Interpret and apply Federal and State regulations related to special and hazardous waste management
9. Recommend program policy and policy changes to Division Manager.
10. Represent the Special Waste Program to area print and electronic media. Prepare press releases, interviews and written articles.
11. Coordinate with regulatory agencies on special and hazardous waste issues.

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12.	Provide Waste Management Operations staff with training in Waste Screening and Acceptance Standards and coordinate the Waste Screening program element.
13.	Research and purchase equipment and specialized supplies in accordance with appropriate policies, procedures and laws.
14.	Coordinate in the design and construction of a permanent Household Hazardous Waste Facility.
15.	Respond to abandoned special waste incidents. Categorize, remove, package and ship wastes as appropriate.

Knowledge of (position requirements at entry):

- Principles and practices of special and hazardous waste management, handling and disposal requirements.
- Proper handling, storage disposal and safety concerns related to special and hazardous waste materials.
- Physical, chemical and/or biological sciences.
- Operation and maintenance of equipment used in special and hazardous waste handling.
- Basic theory and principles of environmental protection and pollution control.
- Basic principles and practices of public budgeting and accounting.
- Knowledge of federal and state regulations pertaining to hazardous and special wastes.
- Principles and practices of research and report writing.
- Policies and procedures for record keeping and inventory control.

Ability to (position requirements at entry):

- Work with regulatory agencies.
- Interpret and apply complex local, state and federal laws, rules and regulations relating to special and hazardous waste management.
- Read and comprehend complex technical literature and write reports.
- Work with other division staff as a team.
- Analyze data and prepare proposals and reports.
- Communicate clearly and concisely, both orally and in writing.
- Prepare and administer a budget.
- Provide input into budget process.
- Develop and maintain records and data management systems.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Perform duties independently with care and accuracy.

Training and Experience (positions in this class typically require):

Equivalent to a Bachelor's degree from an accredited college or university with major course work in environmental, chemical or physical science, one of the natural sciences, engineering or a closely related field. Training in hazardous waste management is desirable. Three years of progressively responsible experience in environmental compliance, solid or hazardous waste management or public health. Experience in solid waste management working with hazardous and special waste and environmental compliance issues for landfill operations is desirable. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

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Licensing Requirements (positions in this class may require):

- Ability to acquire OSHA HazWoper and Bloodborne Pathogen Certification within six months of employment.
- Possession of a valid Oregon Driver's license.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Exempt