

Marion County Board of County Commissioners

POSITION DESCRIPTION



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.

HAZARDOUS WASTE SPECIALIST

Department: Solid Waste
Pay Grade: 209
FLSA Status: Non-Exempt
Job Class: 3043
Risk Code: 7590

JOB SUMMARY

Responsible for the collecting and managing of hazardous, biomedical, and special waste and for prevention of unauthorized waste from being disposed of illegally, through hazardous waste management, public education, and compliance with County, state, and federal regulations.

ESSENTIAL JOB FUNCTIONS

- Receives solid waste and hazardous waste from public, makes waste determination, and stores waste based on chemical compatibility or infectious nature.
- Prepares all reports and maintains records as required federal, state, and local regulatory agencies.
- Receives, collects, and transports biomedical waste from all recycle centers to the baseline facility. Processes materials for disposal by a biomedical contractor. Decontaminates biomedical waste spills when necessary. Maintains current certification in related training.
- Makes adjustments and recommendations based on daily reports and observations to maintain compliance with all permitting standards and requirements. Makes adjustments to the landfill gas collection and control system to maintain compliance with the sites air permit..
- Ensures proper marking and labeling of bulk process hazardous waste including, but not limited to, used oil, gasoline, anti-freeze, flammables, combustibles, corrosives, batteries, and others.
- Recovers and bulk packages recyclable paint. Prepares recyclable items and paints for shipping by packaging and labeling properly. Inspects containers for recycling or disposal.
- Supervises inmates, work gangs, 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 responsible regulatory agency.
- Performs clean-up activities related to spills and releases to include determining proper response, safety, and containment, clean up, packaging, labeling, disposal of material and documentation.

- Attends meetings and makes presentations.
- Operates a power lift truck (forklift) and obtain safety certificates.
- Practice a safety-first policy in the work environment. Adheres to established safety and health policies and procedures to ensure a safe environment for customers, other employees, and self.
- Reviews and makes recommendations regarding special waste.
- Orders supplies and maintains inventory.
- Serves as a department safety committee member as required.
- Provides 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 or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; some college with major coursework in chemistry or environmental science preferred; three (3) years' experience in the environmental field; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

- Requires Hazardous Waste Spotter Certification through UF TREEO or the ability to obtain within six (6) months of appointment.
- Requires FEMA NIMS IS-100, IS-200, IS-700, and IS-800 Certifications within six (6) months of appointment.
- OSHA Hazwopper certification.
- Bloodborne Pathogen certification.

KNOWLEDGE, SKILLS AND ABILITIES

- 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 managers, clients, customers, and the general public.
- Ability to add and subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

- 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.
- Ability to interpret complex and detailed technical data.
- Ability to participate in development of policy, programs, plans, or procedures.
- Ability to study manual work processes to determine most effective methods as essential tasks.
- Knowledge of the rules and regulations pertaining to the proper disposal of hazardous waste.
- Knowledge of basic field sampling and testing equipment, as well as a basic knowledge of chemistry.
- Ability to organize work and meet multiple deadlines.
- 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.

PHYSICAL DEMANDS

The work is medium 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. While performing the duties of this job, the employee will occasionally be required to sit, climb or balance, stoop, kneel, crouch or crawl; and frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will continually be exposed to wet or humid conditions; will frequently be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions of extreme heat or cold, and vibration.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.