POSITION DESCRIPTION

CLASSIFICATION TITLE	**Senior Coordinator**	**WORK AREA**	**Solid Waste/ECAP3**
CLASS CODE: 5311/Exempt		**EFFECTIVE DATE:**	**May 11, 2001**

FUNCTION
Technical and administrative work ensuring the Solid Waste Management Division's compliance with federal, state and local environmental and safety regulations and Best Management Practices.

EDUCATION AND EXPERIENCE
Bachelor's Degree in Environmental Science or related field and three years experience in environmental compliance or a related field. *A comparable amount of education, training, or experience may be substituted.*

SPECIAL REQUIREMENTS
Effective customer service and communication skills, both verbal and written. Ability to learn, understand and work in solid waste including landfill and transfer station operations, landfill gas collection, leachate collection, stormwater/NPDES, storage tanks and all other related programs.

Knowledge of chemistry, biology and general science as it applies to regulated materials/waste, laboratory analysis, etc. Ability to identify regulated materials and determine proper disposal methods. Ability to use field test equipment and meters. Ability to use basic hand and power tools. Ability to read and interpret blue prints, schematic drawings and topographic maps. Working knowledge of computers and common software.

Must possess and maintain a valid Florida Driver's License. Must posses and maintain 40 Hour HAZWOPER (29 CFR 1910.120) training and annual refresher or complete training within six months of hire.

ESSENTIAL FUNCTIONS
Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Ensure the Solid Waste Management Division (SWMD) complies with the requirements of all applicable state, federal and local environmental permits, rules and regulations, as well as safety rules and regulations.

Interface with County personnel, consultants and DEP in obtaining and maintaining SWMD permits.
Develop and maintain Standard Operating Procedures (SOP) and Best Management Practices (BMP) relating to environmental and safety compliance.

Coordinate responses to incidents at SWMD facilities including, but not limited to, loads contaminated with hazardous materials, biomedical waste or other regulated materials; spills; and fires. Provide technical assistance to the Public Safety Department for the disposal of regulated waste, cleanup and remediation resulting from accidental spills or releases, as assigned. Review and interpret laboratory analysis from sampling of monitoring wells, special wastes, etc. Ensure that the Household Hazardous Waste (HHW) Centers meet the rules, regulations and BMPs applicable to Small Quantity Generators.

Develop and maintain files, logs, and checklists to ensure and track compliance with environmental and safety regulations, permits, SOPs and BMPs. Develop and update applicable site safety plans for hazardous waste operations.

Conduct regular inspections of SWMD facilities and County-operated facilities or private businesses. Investigate citizen environmental complaints. Suggest or coordinate appropriate corrective action. Conduct solid waste load checks as required by State regulations.

Coordinate environmental compliance and safety training for SWMD employees. Assist in procuring and administering contracts.

Coordinate selection, purchasing and inventory of PPE for ECAP3 and track associated budgetary expenditures.

Manage and coordinate the SWMD Special Waste Protocol Program. Assist with planning, coordinating, publicizing and conducting HHW Collection, Tire Amnesty, Earth Day and other special events.

Perform other duties as assigned or as may be necessary.

WORKING CONDITIONS

The work environment for this position is a combination of field and office work. Most office duties are performed while sitting at a desk, table or computer workstation with regular exposure to radiant and electrical energy.

Incumbents in this position must follow safety procedures, plans and precautions. Duties performed outside the office may require prolonged standing or walking. Occasionally work is in areas that could present a potential for exposure to hazardous materials. Requires climbing ladders to access roofs, etc. or going into pits at facilities such as quick lubes. Requires lifting and carrying equipment or materials, some weighing as much as 50 pounds. Requires carrying equipment, weighing as much as 30 pounds, up and down several flights of stairs.

The majority of work is conducted individually, including inspections, complaint investigations, etc. Depending on assignments this position may be required to ride in or operate small watercraft and traverse vegetated and swamp terrain. Incumbents in this position may be required to fly as a passenger in small aircraft.

The position may involve having to work a schedule that includes weekends and/or late hours. Overnight travel, for up to one week, to attend training or workshops may be required. Incumbent must be available to respond to spills or other emergencies as required, seven days a week, 24 hours a day.