

SOLID AND HAZARDOUS WASTE FACILITY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting small businesses in Broome County to comply with State and Federal hazardous waste regulations by providing technical advice. The incumbent serves on the Solid Waste Management team and is responsible for supervising the operational functions at the Broome County Hazardous Waste Facility. This position is also responsible for managing and reviewing the analytics and determining the acceptance of contaminated soil. The work is performed under the general supervision of the Director of Solid Waste Management. Supervision is exercised over subordinate staff in the operations of the Hazardous Waste Facility. Does related work as required.

TYPICAL WORK ACTIVITIES:

Schedule appointments and verifies materials for facility users to dispose of hazardous waste;
Assists in planning, implementation and management of Broome County's Permanent Household Hazardous Waste Facility;
Prepares the hazardous waste facility for designated collection events;
Provides in-house training for staff in Hazardous Materials Management;
Supervises personnel working at the Hazardous Waste facility during collection and consolidation operations;
Provides technical assistance to commercial generators of hazardous waste;
Develops and distributes surveys assessing needs of conditionally exempt and small quantity generators;
Audits and evaluates waste stream and disposal options;
Develops guidelines and procedures for the acceptance of hazardous waste from conditionally exempt small quantity generators.
Maintains inventories of hazardous materials on-site, user files, equipment inspection logs, staff training logs and facility records required by State and Federal regulatory agencies;
Maintains and updates MSDS records for all commercially generated materials at the landfill;
Inspects materials coming into the Hazardous Waste Facility and classifies them for proper disposal;
Prepares manifests for hazardous waste disposal shipments;
Prepares quarterly and annual reports to State and Federal regulatory agencies;
Prepares and submits grant applications for State and/or Federal opportunities.
Participates on the Hazardous Waste Facility Management Team to develop and maintain facility standard operating

procedures, implement staff training programs and site/personal safety plans;
Serves as a liaison to local, State and Federal regulatory agencies involved in solid and hazardous waste management issues;
Performs other related duties as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of local, State and Federal programs, as well as legislation, concerning solid and hazardous waste management and compliance;
Working knowledge of the principles and practices of solid waste management techniques, procedure and equipment;
Ability to communicate effectively with municipal, educational, business officials, private citizens, community groups and private contractors and consultants;
Ability to express oneself clearly and concisely both orally and in writing;
Ability to plan, develop and evaluate solid waste management strategies;
Ability to make presentations to elected and appointed officials, citizen groups and agencies;
Ability to operate a personal computer and adapt the associated software to the department's needs;
Ability to supervise the work of others;
Ability to compile statistics and related information for report preparation;
Ability to work independently and the initiative and interest to develop his/her own resources.
Ability to manage, administer, maintain, and oversee assigned budgets including making recommendations to the annual budget, monitor expenditures;
Identifies needs, reviews and approves reports, purchases, and payments according to established policies and practices.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in chemistry, environmental studies, natural science, environmental or natural resource management, or closely related field including or supplemented by 8 credits in chemistry, and one year experience in environmental, solid or hazardous waste management; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associates' Degree in chemistry, environmental studies, natural science, environmental or natural resource management, or closely related field including or supplemented by 8 credits in chemistry, and three years' experience in environmental, solid or hazardous waste management; OR
- C) An equivalent combination of training and experience as indicated in (A) and (B) above.

SPECIAL REQUIREMENTS DURING THE PROBATIONARY PERIOD:

- 1) OSHA 40-hour HAZWOPER Certification; AND
- 2) Certified for respirator use in accordance with Department of Occupational Safety and Health (DOSH).