

WASTE MANAGEMENT SPECIALIST

Definition:

Under direction, to perform professional programmatic duties for waste management programs.

Distinguishing Characteristics

The Waste Management Specialist is distinguished from the Waste Management Support Supervisor by its responsibility for performing a broad range of professional duties from entry-level to full journey level with some assignments having oversight of one or more facility operations. Incumbents at the upper level may supervise waste management support staff. Advancement between levels I, II and III is considered on a merit basis and is subject to recommendation by the Department Head and approval by the Director of Personnel.

Waste Management Specialist I: This is the entry level of the professional waste management series. The Waste Management Specialist I is responsible for performing professional program activities, but incumbents are not expected to perform at the same skill level as the Waste Management Specialist II who work with less independence and discretion.

Waste Management Specialist II: This is the journey level of the waste management specialist class. Incumbents work more independently and perform tasks requiring discretion in decision-making. Depending upon assignment, incumbents will have responsibility for oversight of specific programs or facility operations and assigned staff.

Waste Management Specialist III: This is the advanced, level of the waste management specialist class. The Waste Management Specialist III is distinguished from the Waste Management Specialist II in that it performs the most complex program duties. Depending upon assignment, incumbents will have responsibility for oversight of specific programs or facility operations and assigned staff.

Essential Functions:

- Where assigned, will direct activities of staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, disciplinary and termination recommendations.
- Coordinates environmental programs; plans, conducts and/or evaluates environmental studies, investigations and/or remediations.
- Performs project/program oversight to include: determining scope; contractual requirements; schedule and budget; tracking expenditures; providing staffing assignments; prioritizing tasks, attending or conducting meetings; preparing related reports and documentation; ensuring rules and regulations are followed; and developing and implementing operational policies and procedures.
- Reviews, comprehends, and implements applicable laws, codes, rules and regulations related to the execution of this position.
- Prepares Request for Proposals; evaluates proposals and makes recommendations regarding consultant selection.

- Reviews, researches, analyzes, comments on and takes corrective action on environmental regulations and governmental administrative actions.
- Prepares a wide variety of technical reports.
- Interprets, communicates and verifies projects/programs are in compliance with work plans and applicable regulations. Ensures projects/programs meet safety requirements.
- Reviews and prepares comments on a wide variety of environmental documents.
- Participates in and leads cross-divisional teams.
- Serves as liaison with other departments, organizations, agencies and the public to answer questions, explain projects and resolve complaints.
- Performs field inspections of sites to determine compliance with laws, rules and regulations.
- Plans, conducts and coordinates presentations and community awareness events.
- Develops and implements training programs.
- Provides guidance and subject matter expertise.
- Performs duties in all weather conditions and works with exposure to unpleasant and potentially hazardous conditions.
- Researches and prepares grant applications.
- Performs other job related duties as assigned.

Employment Standards:

Bachelor's Degree in a Laboratory Science from an accredited college or university.

OR

Bachelor's Degree from an accredited college or university and one (1) year experience equivalent to a Waste Management Technician II in the Kern County classification system.

Additional Requirements:

- Possession of a valid California Driver's License
- 40 Hour Hazwoper Certificate must be obtained within 6 months of hire at the Level I or be terminated; required upon appointment at levels II and III.

Knowledge of: geology and hydrology principles; basic chemistry principles; laboratory procedures; budgetary principles; environmental monitoring and sampling methods.

Skill in: technical report writing; reading and interpreting laws, rules and regulations; managing program/projects; taking samples; performing mathematical computations; negotiating contracts; mediating conflict; instructing others in methods and procedures; performing research; using computers and related software applications; and, communicating both orally and in writing sufficient to exchange or convey information and to receive work direction.

A background check may be conducted for this classification.

All Kern County employees are designated "Disaster Service Workers" through state and local laws (CA Government Code Sec. 3100-3109 and Ordinance Code Title 2-Administration, Ch. 2.66 Emergency Services). As Disaster Service Workers, all County employees are expected to remain at work, or to report for work as soon as practicable, following a significant emergency or disaster.

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