

ENVIRONMENTAL SERVICES COORDINATOR

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs difficult technical work planning, organizing and directing environmental functions and regulatory compliance; does related work as required. Work is performed under limited supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Monitoring regulatory compliance; managing various department programs; overseeing major site improvements; preparing and maintaining records and reports.

(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 similar, related, or a logical assignment to the position.)

- Researches, plans, develops and implements procedures improving environmental management and operations.
- Monitors and ensures regulatory compliance with applicable environmental agencies.
- Accompanies regulatory compliance inspectors during facility inspections.
- Maintains regulatory record keeping.
- Acts as liaison with Contractors, Federal and State Regulatory Agencies and other County Departments.
- Develops and reviews construction plans and specifications.
- Supervises construction activities.
- Prepares and acquires construction permits.
- Assists in construction contracts management.
- Manages Department safety program.
- Conducts departmental safety training and inspections.
- Monitors, measures and reports on operational safety compliance.
- Assists in development Department budget.
- Develops specifications for equipment procurement.
- Assists with administering major landfill, collection and recycling contracts.
- Monitors equipment operation certification project.
- Handles million dollar projects, major site improvements, construction and new landfill construction.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of safety and legal requirements of waste management operations; thorough knowledge of methods, practices and procedures involved in operation and maintenance of landfill and solid waste disposal facilities and equipment; thorough knowledge of equipment, tools and techniques used in the work; skill in the use of tools and equipment; ability to plan, supervise and evaluate the work of others; ability to follow and issue oral and written instructions; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in environmental science or related field and some experience in solid waste operations.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and oils.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Within 1 year possession of a Waste Management Facility Operators license and Land Disturber certificate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.