## Job Description

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| **Position:** | **Solid Waste Engineer** | **FLSA Status:** | **Exempt** |
| **Department:** | **Engineering & Compliance** | **FTE:** | **Full Time** |
| **Reports to:** | **Senior Engineer** | **Created:** | **June 2021** |

**DEFINITION:**

Under general direction, ensures compliance with permit requirements and regulations related to environmental protection programs in solid waste management and landfill operations and the District’s approved Operations Plans; responsible for ensuring compliance with all air, landfill gas, ground water, stormwater and wastewater sampling, monitoring and reporting requirements; interacts with other departments, regulatory agencies and the public; perform other duties related to ensuring that the operating landfill is in compliance with permits and regulatory requirements; and oversee environmental control systems.

**DISTINGUISHING CHARACTERISTICS:**

This is a mid-level manager, registered engineer classification responsible for coordination of the environmental protection compliance programs under the general direction of the Sr. Engineer and is a member of the Management Unit.

**ESSENTIAL FUNCTIONS:**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

* Provides technical support including engineering for the design, permitting, operation, and maintenance of the landfill’s environmental control systems (e.g., storm water, leachate, underdrain water, groundwater, landfill gas, etc.).
* Implements the District’s environmental protection programs and other related programs and projects.
* Coordinates state mandated sampling, monitoring, and reporting programs related to landfill operations (air quality, landfill gas, groundwater, stormwater, leachate, and soils and ensures compliance with all applicable federal, state and local laws, regulations and permits either directly or through the management of consultants and service contracts.
* Prepares various written correspondence, reports, materials.
* Assists in the investigation of complaints associated with regulatory compliance issues.
* Maintains environmental compliance records.
* Plans, develops, and delivers, or manages and coordinates the delivery of, a variety of educational and safety programs to landfill and inspection staff.
* Supervises inspection of industrial waste users for compliance with federal, state and local regulatory standards.
* Monitors and interprets conditions during storms and other hazardous situations and recommends appropriate actions.
* Prepares complex technical reports and makes recommendations.
* Conducts field tests and trains staff on proper sampling and inspection techniques.
* Performs inspections and documents field collected data and observations.
* Performs various monitoring and sampling activities to ensure compliance with regulations.
* Reviews, analyzes and interprets test results and makes recommendations for correction of problems.
* Prepares, reviews and submits environmental reports for internal and external audiences as required either directly or through the management of consultants and service contracts. Maintains EP data tracking systems and provides District related reporting.
* Plan, organizes and secures related environmental permits and other regulatory approvals. Prepares related documentation either directly or through the management of consultants and service contracts.
* Administers customer special waste disposal approvals in accordance with the District’s approved Waste Acceptance Program.
* Adhere to an assigned work schedule and meet District attendance standards.
* All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.
* Perform other duties as assigned.

**Minimum Qualifications AND RESPONSIBILITIES**:

**Knowledge of:**

1. California Environmental Quality Act (CEQA).
2. Civil engineering principles and practices as applied to the field of solid waste management, including the planning, development, design, maintenance, construction, and operation of solid waste management, landfill, and related public works facilities.
3. Technical, legal, financial, and public relations problems related to the conduct of a solid waste management district engineering program.
4. Permitting requirements and processes for solid waste and landfill operations.
5. Working knowledge of chemical and physical characteristics of organic and inorganic waste.
6. Working knowledge of principles of chemistry, engineering, biology, geology, hydrology and water, air and soil quality management.
7. Working knowledge of research methodology and standard statistical procedures.
8. Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill facilities.
9. Sound customer service practices and procedures.
10. Safety laws, programs, and requirements related to District operations.
11. Excellent verbal and written communication skills.
12. Intermediate knowledge of MS Office, CAD, general computer acumen and ability to learn and utilize other job-related technical software.

**EDUCATION AND EXPERIENCE:**

* Bachelor’s Degree in Civil Engineering or related field.
* Three to five years of environmental protection and compliance related experience.

**REQUIRED LICENSES AND CERTIFICATIONS:**

* Possession of a valid and current California Driver's License.
* Possession of valid and current registration as a Professional Engineer, issued by the California Board of Registration for Professional Engineers and Land Surveyors.

**PHYSICAL AND SENSORY REQUIREMENTS:**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** -While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment including keyboard; and reach with hands and arms. Employees are frequently required to walk and stand on uneven ground. Specific vision abilities required by this job include close vision and the ability to adjust focus. Lifting boxes such as recruitment files, applications or other forms weighing up to 25lbs.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve policy and operational issues; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform detailed work on multiple, concurrent tasks with constant interruptions; work under deadlines and interact with all levels of District management and personnel, and the public.

**Work Environment** – Normally, work is performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, moderate exposure often works around fast-moving vehicles and equipment; constant contact with staff and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

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| **Employee Name (Print)** |  | **Date** |
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| **Employee Signature** |  |  |