



Monterey Regional Waste Management District

Job Description

Position:	Senior Engineer, Landfill Operations	FLSA Status:	Exempt
Department:	Engineering & Compliance	FTE:	Full Time
Reports to:	Director of Engineering & Compliance	Revised:	February 2022

DEFINITION:

Under general direction, plans, organizes, integrates, manages and evaluates the activities, operations and services affiliated with regulatory monitoring and compliance programs and projects, including environmental, develops and implements regulatory actions to ensure assigned functions receive the requisite training and comply with applicable laws and industry standards; interfaces with federal, state, & local regulatory agencies and consultants; leads investigations into compliance-related complaints or changes in law, provides training and technical guidance on environmental compliance requirements; performs professional engineering work related to permitting for landfill operations and site improvement projects; conducts compliance reviews and manages third-party consultants retained for compliance support purposes; and provides support to operational compliance activities in coordination with others.

DISTINGUISHING CHARACTERISTICS:

This is a senior-level, registered engineering classification under the general direction of the Director of Engineering and Compliance. Incumbent 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.

- Performs professional engineering analysis and design in the development and improvement of District facilities; directs and reviews the work of engineering consultants for major projects.
- Assists with the preparation and performs staff work in the preparation of requests for proposals for engineering, maintenance, and construction services; provides contract administration as delegated.
- Prepares technical reports/permit applications and coordinates permitting functions with regulatory agencies for District operations for new revision of existing State and Local permits for site facilities/operations.
- Oversees site environmental monitoring program and prepares monitoring reports for permitting agencies;
- Prepares specifications and bid packages for equipment acquisition; evaluates bid responses and recommends award of equipment acquisition contracts.
- Assists with the preparation and administration of operating and capital outlay budgets; evaluates cost effectiveness of operations/expenditures and recommends appropriate actions; assists in long-range planning and financial modeling.
- Develops and implements the Stormwater Pollution Prevention Plan; conducts dry/wet season site inspections and monitoring program.



Monterey Regional Waste Management District

- Oversees development and implementation of master plan for landfill development, landfill closures and post closure maintenance plan, alternative cover assessment project, waster acceptance criteria, domestic water supply permitting and monitoring.
- Prepare staff reports and other correspondence, and standard safety procedures.
- Prepares and administers land lease agreements; develops and maintains landfill operating records; serves on and provides support for special task forces; performs a variety of assignments as delegated by the Director of Engineering and Compliance
- Prepares, reviews and submits environmental reports for internal and external audiences as required. Maintains EP data tracking systems and provides District related reporting.
- Develops, communicates and implements District EP program policies and strategies. Serves as District EP contact regarding incident notifications, environmental issue and permit applications.
- Monitors and records site operations and engineering efforts to maintain compliance. Investigates and assesses the regulatory findings and analysis and prepares related documents. Identifies local, state and federal regulatory impacts to operations.
- Plan organizes and secures related environmental permits and other regulatory approvals. Prepares related documentation.
- Responsible for developing, coordinating and overseeing District EP testing, investigations, assessments, guidance and reporting.
- Administers the District's Waste Acceptance program and the associated customer special waste disposal approvals with support from the Solid Waste Engineer.
- 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.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of:

- 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.
- Technical, legal, financial, and public relations problems related to the conduct of a solid waste management district engineering program.
- California Environmental Quality Act (CEQA).
- Permitting requirements and processes for solid waste and landfill operations.
- Working knowledge of chemical and physical characteristics of organic and inorganic waste.
- Policies, regulations, specifications and requirements governing environmental compliance.
- Working knowledge of principles of chemistry, engineering, biology, geology, hydrology and water, air and soil quality management.
- Working knowledge of research methodology and standard statistical procedures.
- Methods of preparing and administering designs, plans, specifications, estimates, and recommendations related to solid waste management, landfill, and related public works facilities.
- Applicable County, State, and Federal laws, codes, and ordinances related to the design, construction, and operation of solid waste management and landfill facilities.
- Methods, materials, tools, and equipment used in the repair and maintenance of solid waste management, landfill, and related public works systems.



Monterey Regional Waste Management District

- Budget development and expenditure control.
- Research and evaluation methodologies.
- Sound customer service practices and procedures.
- Excellent verbal and written communication skills.
- Intermediate knowledge of MS Office, general computer acumen and ability to learn and utilize other job-related technical software.
- Familiarity with statistical methods.

EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Civil Engineering or related field.
- Seven to ten 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.
- Certified Manager of Landfill Operations (MOLO) desired.

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



Monterey Regional Waste Management District

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

Employee Name (Print)

Date

Employee Signature