

LANDFILL AND ENVIRONMENTAL COMPLIANCE SPECIALIST

NATURE OF WORK

This position is responsible for assisting with technical landfill and environmental duties including but not limited to the regulatory compliance of the Regional Landfill, Transfer Stations, Household Hazardous Waste Program, Random Waste Inspection Program, Special Waste Inspection Program, Used Oil Collection Program, groundwater monitoring, VPDES compliance sampling, Industrial Wastewater Compliance Sampling, landfill gas monitoring, emergency spill response and various recycling programs for unusual and / or hazardous materials.

This position is also responsible for providing assistance as needed in the following areas: ground water monitoring, methane gas surface emission monitoring, drinking water monitoring, storm water monitoring, methane gas probe testing and leachate water discharge monitoring. In addition, performs quarterly inspections at all of the SPSA transfer stations and the Regional Landfill simulating a DEQ (Department of Environmental Quality) inspection to identify potential permit violations before they arise. Also assists with HHW (Household Hazardous Waste collection) events and investigate and prepare reports for unauthorized waste.

All tasks will be completed without direct, on-site supervision under the direction of the Landfill and Environmental Superintendent and/or Assistant Superintendent.

CRITICAL ELEMENTS OF PERFORMANCE

Assists in ensuring SPSA's compliance with all required applicable permits.

Conducts Random Inspections of incoming commercial waste at all SPSA facilities in an effort to ensure materials to be disposed are within acceptable permit limitations.

Performs on-site inspections of materials and generating process in support of the Special Waste program.

Promptly prepares written reports for both the Random Inspection and Special Waste Programs which relay findings in a clear and concise manner.

Routinely monitors and removes unacceptable items which have been handpicked from waste streams at all SPSA facilities.

Ability to review lab data to ensure parameters are within guidelines of acceptable legal requirements.

Reviews technical data relating to ground water sampling, leachate sampling, drinking water sampling, and methane gas sampling to ensure the parameters are within regulatory limits.

Ensures any processes related to environmental impacts and regulatory requirements fall within SPSA's Standard Operating Procedures.

Responsible for keeping up to date with developments in environmental sciences, environmental impact of resource recovery industries and environmental regulations and laws.

Assists or writes manuals, emergency procedures and hazardous materials handling procedures.

Serves as coordinator for the Environmental Management System (EMS).

Provide updated information pertaining to the landfill, Environmental, HHW and Tire shredder for the SPSA web site. Creates charts, tables, graphs, utilizes spreadsheets, databases, and report writing software to develop periodic reports.

Establish and maintain a confidential detailed filing system.

Schedules and organizes activities such as meetings, training, and department activities for all members of the department such as Safety meetings, Env. Inspections, Safety Inspections, EMS training, Storm water, UAW training, HRSD Inspections, DEQ Inspections, VDH Inspections etc.

Corresponds with regulatory authorities as directed by the Landfill and Environmental Superintendent and/or Assistant Superintendent.

Assist with regularly scheduled sampling events of groundwater, storm water, industrial wastewater, landfill gas & industrial waste.

Conscientiously operates and maintains a wide array of scientific and industrial equipment in a manner which promotes longevity and maximum value.

Responds to emergency situations involving the release of hazardous materials providing both direction and physical support.

Shows respect for workplace facilities, storerooms, satellite storage areas, and vehicles by maintaining a safe, orderly and clean work environment.

Performs other duties as needed and/or required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM JOB

Knowledge of local, state and federal environmental laws and regulations.

Knowledge of dangers associated with handling hazardous materials and / or waste.

Knowledge of hazards and safety precautions required while working in a heavy industrial environment.

Knowledge of DEQ inspections procedures.

Knowledge of emergency response procedures and ability to respond effectively.

General knowledge of basic chemistry principles.

Basic knowledge of environmental sample collection with ability to analyze samples.

Knowledge of the Environmental Management Systems (EMS)

Ability to speak in a professional manner at all times while dealing with co-workers, the public, and management

Skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with employees, vendors, customers, government officials, and the general public.

Ability to work and function within an environment which is dependent upon teamwork.

Ability to work in a dynamic environment that requires adaption to change and responsiveness to changing goals, priorities, and needs.

Can perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.

Ability to maintain records and write complete and concise reports

Ability to use PC to maintain records, communicate effectively via e-mail, and prepare reports and access required forms.

MINIMUM QUALIFICATIONS

Any combination of education and/or experience equivalent to a bachelor's degree in environmental science or a natural science or similar field plus one year of experience in the areas of physical/life science, chemistry, solid waste management or hazardous waste management. A minimum of three years' experience in environmental sample collection. A Class 6 Waterworks Operator License and Underground Storage Tank CLASS A operator's certificate required or the ability to obtain within one year in position.

Possess a valid motor vehicle driver's license with a demonstrable safe driving record. As this position may require operating a motor vehicle owned by, leased by or loaned to SPSA; all policies, rules and directives concerning personal driving records, motor vehicle violations and the reporting thereof will be strictly enforced.

Ability to perform all the essential functions of the job. Ability to understand and follow oral and written instructions, procedures, and schedules given in English. Ability to use PC to maintain records, communicates via e-mail, prepare reports and access required forms.

Ability to understand and apply SPSA's Mission, Vision and Values in the performance of daily responsibilities.

ACCOUNTABILITIES

LANDFILL AND ENVIRONMENTAL COMPLIANCE SPECIALIST

1. Routinely monitors and removes unacceptable items which have been handpicked from waste streams at all SPSA facilities. Maintains accurate records of recyclable materials collected from the various facilities.
2. Assists with ensuring SPSA's compliance with environmental regulations, applicable permits, plans and programs, including audits by outside consultants.
3. Performs regularly scheduled sampling events of groundwater, storm-water, industrial wastewater, landfill gas & industrial waste.
4. Conscientiously operates and maintains a wide array of scientific and industrial equipment in a manner which promotes longevity and maximum value. Shows respect for workplace facilities, storerooms, satellite storage areas, and vehicles by maintaining a safe, orderly and clean work environment.
5. Provide updates for the SPSA web site that pertain to the landfill, Environmental, HHW and Tire shredder.
6. Conducts Random Inspections of incoming commercial waste at all SPSA facilities in an effort to ensure materials to be disposed are within acceptable permit limitations.
7. Conducts simulated DEQ inspections at SPSA facilities to ensure compliance (self-inspections).
8. Corresponds with regulatory authorities as directed.
9. Maintains clear and concise communication and courteous, professional relationships with co-workers, SPSA employees at all levels of the hierarchy, government officials, vendors, and external customers. Exhibits skill in interpersonal relations and the exercise of good judgment and discretion in order to deal effectively with people of diverse backgrounds and experience levels.
10. Follows SPSA policies and procedures. Maintains any required training and licenses. Demonstrates SPSA's mission statement and shared values in daily actions, service, appearance, and attitude. Represents the department in a manner which demonstrates pride, competence, integrity and professionalism.

AMERICANS WITH DISABILITIES ACT
ESSENTIAL FUNCTIONS LIST

JOB TITLE: Landfill and Environmental Compliance Specialist

ESSENTIAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Assists with ensuring SPSA's compliance with environmental regulations, applicable permits, plans and programs. Perform waste inspections	Mental ability to read, comprehends, and applies waste management regulations at SPSA facilities to prevent receipt of unacceptable waste and determine disposal methods for unacceptable waste. Ability to write clear and concise reports regarding waste inspected and received. Physical ability to walk and maneuver through waste at SPSA facilities and industrial waste generator sites. Required to work outdoors in inclement weather.	35%
2 Reviews technical data relating to ground water sampling, leachate sampling, drinking water sampling, and methane gas sampling to ensure the parameters are within regulatory limits. Collect, classify and store waste received at household hazardous waste collection facilities	Mental ability to read and comprehend hazardous waste regulations and apply to the safe receipt, classification and storage of household hazardous waste. Physical ability to wear personal protective equipment required to handle hazardous waste. Ability to perform moderate physical activity, including maneuvering 55 gallon drums with a drum cart, lifting up to 25 pounds regularly, and 50 pounds intermittently. Physical ability and manual dexterity to transport remediate or repackage waste as needed.	25%
3 Enforce SPSA waste disposal policies	Mental ability to communicate verbally and in writing in a clear and concise manner.	Continuous
4 Assists or writes manuals, emergency procedures and hazardous materials handling procedures Maintain inspection log and other required paperwork.	Reading comprehension, verbal and written communication skills.	10%
5 Drive to various sites for inspections and to monitor SPSA's adherence to hazardous waste regulations	Must possess a valid Virginia driver's license and have the mental and physical ability to operate a motor vehicle.	15%

MARGINAL FUNCTIONS	MENTAL, PHYSICAL AND EQUIPMENT REQUIREMENTS	% OF TIME
1 Complete special projects as assigned	Ability to receive and comprehend directions and perform miscellaneous tasks within a specified time frame.	15%

Remarks: Requires working in adverse climate conditions year round (i.e., dust, odor, hot, cold, rain, snow). Requires wearing appropriate safety gear, including full-face respirator, protective suits, hearing protection, safety goggles, hard hat, and steel-toed shoes. Must be clean shaven for proper respirator fit. **REQUIRES PASSING A HAZMAT PHYSICAL**

***Sufficient vision and hearing required to safely perform the essential functions of the job listed above ***

ADA STATEMENT

The specific position requirements will determine whether the function is essential or marginal, and it may vary for positions with the same job title.

This is not an expressed or implied contract for employment and does not alter the "at will" status of SPSA employment. I have read and understand the job description and stated job functions and certify that I can perform all the essential functions of the position for which I am applying with or without a reasonable accommodation. I understand SPSA management reserves the right to change or modify the job duties and content of any and all SPSA positions, as it deems necessary, in its sole discretion. If there are essential functions which I cannot perform, I acknowledge it is my responsibility to request a reasonable accommodation during an employment interview if I am asked to demonstrate my ability to perform the essential functions of the job, or after a job offer is made, and that SPSA management will evaluate any such request to determine whether or not the accommodation would create an undue hardship.

Applicant/Employee Signature:	Date:
Please Print Name:	



Department of Human Resources
 723 Woodlake Drive
 Chesapeake, VA 23320
 Office (757) 420-4700, FAX (757) 962-7695
<http://www.spsa.com>

APPLICATION FOR EMPLOYMENT

Effect of Nondisclosure: Because this application requests both optional data (other skills, training, etc) and mandatory data (qualifications, biographical, etc.), it is in your best interest to answer all questions. Omission of any items means you might not receive full consideration for a position in which this information is needed. A misstatement of material facts on the employment forms may be used as grounds for not employing you or for dismissing you after you begin work. All statements are subject to investigation. All information you give will be considered in reviewing your employment forms.

PERSONAL INFORMATION

Position Applied For:	Req #:	Position #:
Name:		
Last	First	Middle
Address:		
Number/Street	City	State Zip Code
Primary Contact Number: ()		check one: home work cell pager
Alternate Contact Number: ()		Best time to reach you:

	Yes	No
Are you currently employed by SPSA?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been employed by SPSA? If Yes, please give dates of last employment: From: To: Position Held:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any relatives currently employed by SPSA? If Yes, please give name, relationship, and department:	<input type="checkbox"/>	<input type="checkbox"/>
Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>
If No, do you have the legal right to work in the United States?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been convicted of a Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> (including driving-related convictions)? If Yes, please explain and list city, state, and date of every conviction:	<input type="checkbox"/>	<input type="checkbox"/>
Do you have any Felony <input type="checkbox"/> or Misdemeanor <input type="checkbox"/> charges pending against you (including driving-related charges)? If Yes, please explain and list city, state, and date of every pending charge:	<input type="checkbox"/>	<input type="checkbox"/>

COMPUTER SKILLS

Indicate Software Skills & Proficiency level: Indicate level as Beginner, Intermediate, or Advanced under each application as necessary.	Word <input type="checkbox"/>	Excel <input type="checkbox"/>	Access <input type="checkbox"/>	Power Point <input type="checkbox"/>
List any additional software experience:				
No previous computer/software experience <input type="checkbox"/>				

EDUCATIONAL BACKGROUND

Check highest level completed:																					
High School												Received (check one, if applicable)				College				Graduate	
1	2	3	4	5	6	7	8	9	10	11	12	Diploma	<input type="checkbox"/>	GED	<input type="checkbox"/>	13	14	15	16	17	18
Name of High School:																					
Name of College/University				Location				Hours Completed				Degree Earned				Major or Specialty					
Other (i.e., vocational, technical, business, etc.)																					

LICENSES AND CERTIFICATIONS

List any licenses/certifications or other authorization you possess to practice a trade or profession (CPA, CPR, PE, etc.) including state and expiration date:	State	Expiration
Indicate type of Driver's License: Standard <input type="checkbox"/>	Commercial (CDL) <input type="checkbox"/>	Class

EMPLOYMENT AND VOLUNTEER EXPERIENCE

The Application for Employment and any Supplementary Experience Form(s) must be completed. Starting with your most recent position, describe all paid, military, or applicable volunteer experience, as well as any periods of unemployment, including reasons for unemployment. Describe those duties and responsibilities which best demonstrate your qualifications for this position. A resume may be attached but the application must be completed in full. If additional pages are needed to properly list entire work history, request supplemental work experience forms from the receptionist.

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

Job Title:	Immediate Supervisor:
Employer:	Address:
Phone:	
Dates of Employment - From: To:	Salary: start final
Reason for Leaving:	Hours/Week: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>
Description of Job Duties (DO NOT use "see resume"):	

PRIVACY ACT NOTICE

This information is provided pursuant to the Privacy Protection Act of 1976, under Virginia Code, Section 26, for individuals supplying information to include in a system of records. The authority to collect information requested by this form is derived from the Southeastern Public Service Authority (SPSA) administrative policies. The principle purpose of employment forms is to collect information needed to determine qualifications, suitability, and availability of applicants for SPSA employment and of current SPSA employees for reclassification, transfer, promotion, and demotion. Your completed application may be used to examine and/or assess your qualifications; to determine if you are entitled to employment under certain laws and regulations and any applicable requirements; and to contact you concerning availability and/or an interview. All or part of your completed employment form may be disclosed outside the Department of Human Resources to:

- Executive Director and staff or supervisor upon a request for a list of eligibles to consider for employment, reinstatement, reemployment, transfer, promotion, or demotion.
- SPSA investigators to determine your suitability for SPSA employment.
- Federal, state or local agencies to create other personnel records after you have been employed by SPSA.
- Appropriate federal, state, or local agency to the extent the information is relevant to the requesting agency's decision.
- A requesting federal, state, or local law enforcement agencies charged with the responsibility of investigating a violation of the law.
- Anyone requesting statistical information (without your personal identification) and for statistical reporting within the confines of SPSA.
- Any requesting information system after obtaining your voluntary release and the requesting company's assurance for the information protection.

Information regarding disclosure of Social Security Number, if applicable. Disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or process that you are seeking. Solicitation of the SSN by SPSA is authorized under the provisions of the Social Security Act. Your SSN will be used primarily to identify your records on file with SPSA and to report wages earned, required by law.

ACKNOWLEDGMENT AND CERTIFICATION

- I certify eligibility for employment under the Immigration Reform Act of 1986.
- I acknowledge the Privacy Notice above concerning my application with SPSA.
- I acknowledge, understand, and agree that SPSA has the authority, in accordance with the Fair Labor Standards Act, to award compensatory time at the time and one-half rate in lieu of overtime worked under SPSA's overtime policy for non-exempt employees.
- If employment is offered by SPSA, such employment shall be conditional upon successful completion of a job-related physical, drug screen, criminal background check, and certain waiting periods, in addition to a one year period for access to portions of the grievance procedure. I understand that during my employment with SPSA, I shall be subject to all policies and procedures of SPSA (a copy is available for review). I understand that SPSA retains its right to add, delete, or modify any policy, procedure, or benefit pertaining to employment. I understand that employment is not for a specific or definite term, but that my employment is terminable at will, by me or SPSA, at any time, for any reason, including such factors as unsatisfactory performance, conduct, continued need for the position, or any other facts as determined by SPSA to be in the best interest of SPSA. I understand that no contract of employment will alter my "at-will" relationship with SPSA except the Executive Director of SPSA may enter into any agreement for employment that may modify this "at-will" relationship only if such agreement is in writing and signed by me and the Executive Director.
- I, the undersigned, hereby authorize SPSA to contact firms or agencies I have indicated and to investigate background information which is pertinent to my employment and to hold harmless and release those firms or agencies from any claims for damages of any kind that may occur to me by reasons of furnishing such information.
- By typing my name below, I understand that I am applying my electronic signature and certifying that this application was completed by me and that all statements made in this application and any other pre-employment statements are true to the best of my knowledge and belief. I understand that any misstatement or omission of material facts therein may forfeit consideration for employment with SPSA or be grounds for my discharge once employed.

Applicant Signature _____ Date _____ Receipt by _____ Date _____

**The Southeastern Public Service Authority complies with EEO/ADA guidelines
and is a drug-free workplace.**