



# Employment Opportunity

Kittitas County, Washington

**POSTED: 5/10/2018**

**CLOSES: 6/01/2018**

## **HOUSEHOLD-HAZARDOUS WASTE (HHW) SUPERVISOR**

The current vacancy in Solid Waste is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. This position will close on 6/01/2018.

**SALARY RANGE:** \$4,842- \$6,516 per month.

### **ESSENTIAL FUNCTIONS**

#### **Management and oversight of the HHW, Compost and Ryegrass Facilities**

- Meet regularly with facility staff and provide support and leadership to departmental planning, budgeting, problem-solving and quality improvements.
- Ensure compliance with all Local and State regulations.
- Seek and manage grant funding; oversee facility budgets.
- Provide leadership to staff in the development of goals, objectives, performance measures and quality improvement strategies for Solid Waste programs.
- Monitor and track staff workload demands and make recommendations when adjustments are needed.
- Evaluate effectiveness of programs including completion of program audits.
- Evaluate staff performance, resolve departmental and external conflicts and technical issues related to the functioning of the department and staff responsibilities.
- Provide leadership with the development and implementation of Solid Waste programs, policies, and standard operating procedures for all Solid Waste programs.
- Interact with the Solid Waste Advisory Committee provide needed presentations at meetings and agenda sessions as directed by Director.

#### **Moderate Risk Waste Functions**

- Establish, implement, coordinate and manage both the Ellensburg and Cle Elum Moderate Risk Waste Facilities and special waste collection events for County residents and qualified businesses in accordance with all applicable Federal, State and Local regulations and law.
- Develop, coordinate, and implement education, informational programs, projects and reference materials on Moderate Risk Waste, in accordance with Kittitas County Solid Waste Plan and the Kittitas County Moderate Risk Waste Plan.
- In consultation with the Solid Waste Director, develop and compose bi-annual requests of the Washington State Department of Ecology for grant funding in order to maintain and develop the Moderate Risk Waste programs and projects.
- Represent Solid Waste programs at all levels (state and local government, civic and non-profit groups and individuals) concerning Moderate Risk Waste Policies.
- Read and interpret intent of Federal, State and Local Regulations and policies and rules on

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Moderate Risk Waste to relay to the general public and local businesses in an understandable format.

- Maintain valid certifications in accordance with State Labor & Industries, the Department of Transportation regulations, and maintain education and training on current and emerging technologies and regulations; concepts in effective training, presentations and public relations.
- Gather data, compose and edit policies, technical material, business correspondence and other reports as required to carry out and complete Moderate Risk Waste functions and duties.
- Manage and coordinate the Kittitas County Fixed Moderate Risk Waste Facility and satellite collection events in accordance with the Moderate Risk Waste Facility Operations Plan, and all applicable State and Local regulations.
- Handle household and small quantity generator hazardous wastes.
- Receive, collect, sort, test and prepare materials for disposal or shipping to appropriate disposal sites at the fixed facility.
- Attend safety meetings.
- Receive direction on household and small quantity generator hazardous waste conformance to applicable safety rules and procedures.
- Conduct analysis on household hazardous wastes and small quantity generator wastes where decisions for proper procedure maybe required.
- Perform sorting and lab packing of hazardous wastes according to facility policies and procedures and in compliance with State and Federal regulations.
- Supervise employees while working with Moderate Risk Waste, and while working in the Kittitas County Moderate Risk Waste Facility.

#### **Waste Reduction and Recycling Functions**

- Develop, coordinate, and implement educational, informational programs, projects and reference materials on waste reduction and recycling in accordance with the Kittitas County Solid Waste Plan.
- In consultation with the Solid Waste Director, develop and compose bi-annual requests of the Washington State Department of Ecology for grant funding in order to maintain and develop the Waste Reduction and Recycling programs and projects.
- Represent Solid Waste Programs at all levels (state and local government, civic and non-profit groups and individuals) concerning Waste Reduction and Recycling policies and practices.
- Maintain education and training on current and emerging technologies regulations, as well as new concepts in effective training, presentations, and waste reduction and recycling.
- Read and interpret policies and rules to relay to the general public in an understandable format.
- Gather data, compose and edit policies, technical material, business correspondence and other reports as required to carry out and complete the Waste Reduction and Recycling functions.

#### **Sampling**

- Prepare for, perform and report results of groundwater, gas and leachate sampling events for the Ryegrass Landfill, and report results.
- Perform sampling of other sites as required by Solid Waste Director, or as needed by other Kittitas County departments.

#### **OTHER FUNCTIONS**

##### **Back up scale house operations as needed**

- Operate the scale house computer to obtain weight records of customers and waste haulers, incoming and outgoing.
- Inform customers of charges based on established fees.
- Direct customers to designated areas for disposal.

- Inspect all waste loads to screen for liquids, regulated and hazardous wastes.
- Complete all forms as required in accordance with the operations plan.
- Record cash received.
- Compute change to be returned to customers.
- Balance daily collections and receipts and maintain the cash drawer.
- Prepare and make nightly deposits at the bank.
- Inform the public of the availability of County's Solid Waste Programs.
- Fill in at area scale houses and other Solid Waste disposal sites as necessary.

*This job description is a summary of the primary functions and expectations for this position. Additional department related duties may be assigned as required.*

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree in Health Education, Environmental Studies, Resource Management, Chemistry or Public Relations OR two (2) years' experience in hazardous waste or recycling field and project management.
- Forty (40) hour Hazmat/Hazardous Waste Certification.
- One (1) year of management experience with progressive responsibility.
- A criminal history and background check will be performed on qualified candidates.. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age at time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Must be proficient with computers, including Microsoft Office programs, and possess the ability to learn programs specific to the department and/or County quickly.
- Ability to work independently.
- Ability to maintain accurate records and prepare professional written reports.
- Ability to locate, read, interpret, and enforce County, State and Federal regulations and interact professionally and effectively with multiple public agencies.
- Maintain accurate records organized per department protocols, complete basic forms, and acquire knowledge of State Records Management requirements and Retention Schedules.
- Clear and concise verbal and written communication skills, including public presentations.
- Ability to prepare lesson plans and presentations adapted to groups of all ages.
- Ability to understand, develop, present and work within a budget.
- Ability to train employees, monitor performance, provide constructive feedback, and discipline if needed; provide strong leadership.

### **REQUIRED CERTIFICATIONS AND/OR TRAINING:**

- Have or obtain respirator training within three (3) months of employment.
- CPR and First Aid certified or ability to obtain certification within three (3) months of employment.
- Manager of Landfill operation certificate, or obtain within three (3) months of employment.
- Compost facility operator certificate, or obtain within three (3) months of employment.
- Department of Transportation required certification/training for packaging, labeling, and shipment of hazardous wastes, or obtain within six (6) months of employment.
- Hepatitis B shot series, or obtain within six (6) months of employment.
- Honesty, strong work ethic, and a desire to bring value to the organization.

## **PREFERRED QUALIFICATIONS:**

- Class A CDL.

## **WORKING CONDITIONS**

Work performed indoors is moderately quiet and may require extensive periods of sitting and operation of computers and other office equipment. Work performed outdoors includes exposure to hazardous materials loud noise, and inclement weather including temperature extremes and windy/dusty conditions. Occasional work required near moving mechanical parts and occasional exposure to vibration. The position requires frequent interaction with a diverse customer base; must be able to manage interruptions and maintain professionalism at all times. Must be physically capable of moving about all work sites, traversing a variety of surfaces including those that are slippery or rugged, and entering/exiting a variety of equipment. Ability to sit, walk, climb, stoop, kneel, crouch, crawl, stand, grasp with hands, and reach with arms and legs to operate equipment. Must have ability to push, pull, lift or move up to 50 pounds and occasionally more with assistance. Must have close, distance, color, night, and peripheral vision, depth perception, and the ability to adjust focus; hearing and speech are required to communicate in person, as well as over the telephone and/or radio. All PPE must be worn when required for employee safety, and safety rules/regulations must be adhered to at all times.

The work schedule requires some flexibility, to include occasional weekends and evenings. Regular attendance and punctuality are required. Exempt employees may be required to work extended hours to complete projects.

Travel throughout the county and the local region is required; must be able to safely operate a motor vehicle in all weather conditions and levels of daylight.

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

## **APPLICATION PROCESS**

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Two Professional References and Two Personal References
5. Supplemental Exam Answers

## **SUPPLEMENTAL QUESTIONS**

1. Explain your experience working with Moderate Risk Waste or other types of chemicals that would make you the best candidate for this position.
2. Provide two examples of occasions when you have had to supervise others? How would you describe your management style?
3. This position requires keeping track of records and permit compliance for the Compost facility, Ryegrass landfill, Septage lagoons, and Moderate Risk Waste facility. How would you ensure that these records were kept up to date and the facilities were in compliance?