

JOB OPENING - EXTERNAL POSTING

SOLID WASTE ENVIRONMENTAL COORDINATOR (PS101270)

DEPARTMENT: BCWS – SOLID WASTE LANDFILL GAS

JOB SUMMARY/ESSENTIAL FUNCTIONS Under very limited supervision, this position is responsible for corresponding with non-residential, industrial and commercial customers that dispose of waste to identify problem waste that may need special attention and coordinate laboratory verification of special wastes to obtain sufficient data to make recommendation of the disposal location. Plan and schedule employees performing job functions away from the landfill. Enforce all established personnel, operating and safety policies and procedures. Coordinate maintenance and repairs to vehicles, equipment and facilitate by estimating or obtaining costs and writing requisitions. Complete and process inspection reports indicating date, time, driver's name, hauling company and description of waste in load; indicate identification and disposition of illegal material on reports. Assist in the preparation of the solid waste budget and in the administration of special waste collection and disposal contracts. Report to the Director and Deputy Director, communicating the status of activities and projects, receiving guidance and direction, to include maintaining landfill gas project or other green energy projects. Coordinate all duties associated with debris collection and removal after natural disaster. Coordinate random inspection of loads of solid waste entering the landfill to detect and interpret toxic and hazardous waste. Prepare, process and maintain reports and records including special waste approvals, special waste profiles, customer contracts, and agreements, training documents, vehicle inspection reports, and other relevant documents. Train landfill employees regarding special waste identification processes. Maintain and coordinate Air Quality Reports to include Title V Application Renewal. Conduct collection and review Storm Water Quality Reports and review Semi-Annual Ground Water Reports. Provide recommendations on all potential environmental issues that could negatively impact the landfill environment. Perform other duties as assigned.

QUALIFICATIONS:

Associates Degree in a Biological Science, Civil Engineering or closely related field with three (3) years professional experience required; Bachelor's Degree preferred.

Must have or be able to obtain the DHEC Landfill Manager course (MOLO) within 12 months of employment. Employee will be asked to resign or will be separated from employment if required licenses are not obtained and maintained.

Must have and maintain a valid SC driver's license with a safe driving record.

Must have thorough knowledge of the practices and techniques in refuse collection and disposal, and operating procedures in conjunction with SWANA, DHEC and EPA.

Must have knowledge of the practices and techniques involved in inspecting, detecting, and interpreting toxic or hazardous waste as well as road building and drainage work including knowledge of applicable ordinances and departmental policies.

Must have physical ability to work outdoors under all weather conditions and to conduct inspections as appropriate including walking over rough terrain and climbing ladders to inspect trash-hauling vehicles.

Must have the ability to deal with the public to include handling potential difficult customers and volatile situations.

Excellent communications skills, both oral and written.

Must have the ability to operate and maintain various equipment including OVA meter, and waste-sampling equipment.

Must exercise independent judgment in making work assignments, setting priorities and determining work methods.

Departmental testing may be administered during interviews.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as exempt and reports directly to the Deputy Director of Solid Waste. Thirty-seven and one half (37.5) hours per week. Normal working hours are Monday through Friday from 8:00 a.m. until 5:00 p.m. with the ability to work flexible hours when necessary. Must be able to attend evening meetings as requested. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163 (Moncks Corner); 723-3800 ext. 4163 (Charleston); or 567-3136 ext. 4163 (Saint Stephen). Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Solid Waste Landfill Gas – Grade C38
Entry Level Bi-Weekly Pay Range: \$1,789.04 - \$2,057.40

Date of Posting: 02/26/2016
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.