

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

WORKING TITLE: Regional Hazardous Waste and Materials Specialist-Entry

CLASSIFICATION TITLE: Waste Management Specialist

WORK LOCATION: (insert region) Region – (insert location) Headquarters Office

Position Summary: This position is responsible for performing professional waste management work with mentoring and under close supervision, progressing to limited supervision of the Regional Waste and Materials Management Supervisor.

This position is responsible for performance of activities related to the management of hazardous wastes in an assigned geographic area. Specifically, the emphasis of this position is to progressively acquire the knowledge and skills to accurately apply and determine compliance with state and federal hazardous waste regulations through inspection of facilities which generate hazardous wastes; documentation of alleged violations and initiation of enforcement actions; and provision of technical assistance. This position may be directed to provide assistance to the Hazardous Waste program (HW) in other regions to balance out workload.

Geographic Scope and Travel Requirements: This position is based in LOCATION. Frequent in-state travel for site inspections, training or meeting will be required. This position is part of the Waste and Materials Management Program and serves as a member of the Hazardous Waste Team, in addition to other teams and workgroups as assigned by the supervisor. This position may be directed to provide assistance to the Hazardous Waste program (HW) in another region to balance out workload.

Scope of Authority: This position works under close, progressing to general, supervision and reports to the (insert region) Region Waste and Materials Management program supervisor, Bureau of Waste and Materials Management.

Goals and Activities:

70% A. Compliance Determination - Determine compliance with federal and state hazardous waste regulations and conditions of Plan of Operation approvals for facilities which generate, treat, store and/or dispose of hazardous wastes. Work administered will be with oversight from an assigned mentor, Supervisor, and/or reviewed during the peer review process.

A1. Conduct inspections of hazardous waste generator facilities to determine compliance with State and federal HW regulations. Review regulated operations and management procedures and thoroughly document compliance status and required actions. Conduct a thorough exit interview upon completion of the inspection to review areas of observed non-compliance with facility owners or operators. Complexity and scope of facilities selected for inspection should gradually increase with time and acquired knowledge and experience. Seek learning opportunities with other HW staff.

A2. Complete documentation in DNR data tracking system and required communication with facility within established timeframes.

A3. Conduct follow-up inspections related to assigned complaints potentially involving hazardous wastes. Notify supervisor and WA complaints coordinator of results and any follow up work required. As directed by supervisor, work with Environmental Enforcement on assigned cases elevated to stepped enforcement. Coordinate with Hazardous Waste Program on potential Significant Noncompliance cases.

15% B. Consultation, Program Coordination, Special Activities and Training

B1. Serve on teams and work groups as assigned by your supervisor. Participate in special activities and training as requested by the department and program leadership.

B2. Participate in meetings, training events, conference calls, and round table discussions as a member of the statewide hazardous waste team and disseminate information to other regional staff.

B3. Provide assistance to program supervisor and other Waste and Materials Management program managers as necessary and coordinate reviews and information requests, including open records requests.

10% C. Technical Assistance - Provide general assistance to the public, local government staff, internal programs and waste facility managers related to compliance with hazardous waste state and federal regulations and environmental issues resulting from hazardous waste generation.

C1. Provide technical assistance on proper management of hazardous wastes consistent with state and federal management requirements, to hazardous waste generators, the public and internal programs. Conduct review of relevant statutes and code and seek input from more experienced staff as needed.

C2. Promote the use of alternatives to hazardous waste generation to include source separation, reuse and resource recovery.

C3. Promote innovation, prevention of hazardous waste generation and beyond compliance initiatives to eligible business.

5% D. Enforcement - Investigate and prepare necessary documentation for enforcement of hazardous waste violations

D1. Implement stepped enforcement policies and procedures through preparation of notices of noncompliance, documentation of follow up and writing of case activity reports.

D2. As directed by supervisor, assist in preparation of Notices of Violation (NOV) and other relevant enforcement documentation in collaboration with the Environmental Enforcement program.

Knowledge, Skills, and Abilities:

1. Knowledge of environmental sciences, including biology, chemistry, natural resources management.
2. Practical experience in oversight of operations for compliance with standard operating procedures, local or state regulations (e.g., working in a hospital, industrial or manufacturing setting dealing subject to internal or external operations codes.)
3. Skill in Microsoft Office applications, including Word, Excel and PowerPoint, on-line mapping applications and on-line research.
4. Ability to communicate effectively in both oral and written formats to both external and internal customers.
5. Knowledge of Wisconsin and Federal solid and hazardous waste management laws, including state statutes and administrative rules, and policies pertaining to the Waste and Materials Management Program.
6. Ability to independently conduct inspections of regulated facilities.
7. Knowledge of best management practices related to beneficial use of industrial byproducts related to hazardous waste generation and disposal.
8. Knowledge of Enforcement Techniques, having completed training offered by Environmental Enforcement staff.

Physical Requirements and Environmental Factors:

Strength Requirements: Sedentary work (exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently) about 90% over a year's time.

Light work (exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently) less than 10% over a year's time.

Physically: This position will spend 50 percent or more time indoors, doing work on computers, attending meetings and working with other DNR staff. This position will also spend time outdoors following up on complaints, inspecting solid waste facilities or recycling facilities which includes walking, climbing stairs, kneeling and crouching. A person in this position must be able to perform field work safely in remote locations during inclement weather and environmental conditions. A person in this position must have the ability to navigate rough terrain.

Environmental Factors: This position requires the 29 CFR 1910.120 40-hour HAZWOPER Certification and the 8-hour annual refresher course. Very occasionally, the position may need to respond to complaints or environmental emergencies during times of extreme weather conditions.

Equipment Used: Office Equipment - computer equipment, including word processing, spreadsheet, database, and multimedia presentation software. Fax machine, telephone, photocopier and calculator. Environmental Sampling Equipment - including devices for sampling soil, groundwater, and liquid/solid waste. Safety Equipment – Hard hat, steel toe shoes, safety glasses, safety vest and/or respirator.