

**DEPARTMENT OF NATURAL RESOURCES
POSITION DESCRIPTION**

WORKING TITLE: Regional Hazardous Waste and Materials Specialist-Senior

CLASSIFICATION TITLE: Waste Management Specialist - Senior

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

Position Summary: This position is responsible for performance of activities related to the management of hazardous wastes in an assigned geographic area. Specifically, this includes inspection of facilities which generate, treat, store and/or dispose of hazardous wastes to determine compliance with state and federal hazardous waste management rules and with conditions of Plan of Operation approvals; documentation of alleged violations and initiation of enforcement actions; and provision of technical assistance

This is the full performance level for positions which are responsible for performing professional hazardous waste management work. The work is performed under general supervision.

Positions at this level function as a department expert for one-two topic or focus areas with dedicated tasks and assignments, including the responsibility for assisting in developing, implementing, monitoring, and evaluating statewide policies and programs.

Geographic Scope and Travel Requirements: This position is based in LOCATION, and has responsibility for hazardous waste management work within the assigned counties, region and other areas of the state as assigned by the supervisor. Frequent in-state travel for site inspections, training or meeting will be required. This position may be directed to provide assistance to the Hazardous Waste program (HW) in another region to balance out workload.

This position is part of the Waste and Materials Management program and the person serves as a member of the Hazardous Waste Roundtable and other statewide or ad-hoc teams as assigned by the supervisor.

Scope of Authority: This position works under general supervision and reports to the (insert region) Region Waste and Materials Management program supervisor, Bureau of Waste and Materials Management. This position conducts primarily hazardous waste management work

Goals and Activities:

60% 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

A1. Conduct inspections of hazardous waste generators and Treatment Storage and Disposal (TSD) facilities to determine compliance with State and federal HW regulations and conditions of Plan of Operation approvals. Review compliance with conditions of Plan of Operation approvals, construction drawings, manifests and annual reports 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.

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

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

A4. Collect samples for non-complex sampling events, after receiving training in program sampling techniques and procedures.

15% B. Technical Assistance - Provide 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, processing, recycling or disposal activities.

B1. Provide technical assistance on proper management of hazardous wastes consistent with state and federal management requirements, to hazardous waste generators, TSDs, governmental entities, and the public. Conduct research, review relevant statutes and code, and seek expert input when dealing with complex inquiries.

B2. Assist the Hazardous Waste program in the development, review and revision of program guidance, policies, audits, rules, and informational materials (brochures, etc.).

B3. Assure cross program integration with other department programs as well as with other state agencies as applicable.

B4. Promote the use of alternatives to hazardous waste generation to include source separation, reuse and resource recovery.

B5. Serve as primary point of contact for hazardous waste disposal pertaining to natural disasters, fires, and epidemic outbreaks

B6. Promote reduction and innovation in the generation and management of hazardous wastes, going beyond compliance with eligible businesses and Green Tier, and coordinate these activities with the Office of Business Sustainability and Business Support or its current equivalent.

10% C. Specific Program Management Expertise - Provide program expertise in 1-2 technical topic or focused work areas of the hazardous waste program and/or agency.

C1. Provide technical assistance to department staff, regulated facilities and their consultants, and the public.

C2. Serve on program specific teams as necessary to provide expertise, including recommendations for policy and development of guidance related to the specified area of expertise.

C3. Serve as a resource for other staff within the Waste and Materials Management program and cross-program regarding significant segment(s) of expertise.

C4. Take a lead role in assisting other staff prepare for and conduct inspections, investigations or oversight of facilities as needed.

10% D. Consultation, Program Coordination, Special Activities and Training

D1. 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.

D2. Assist in training and mentoring of new staff in the hazardous waste program

D3. 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.

D4. 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.

D5. Perform other duties as assigned.

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

E1. Support and implement stepped enforcement policies and procedures including but not limited to preparation of notices of noncompliance, notice of violations in collaboration with the Environmental Enforcement program, case activity reports, enforcement conference summaries, referral memos and other relevant enforcement documentation.

E2. Support and assist environmental enforcement staff in preparation and documentation efforts, and participate in enforcement conferences, referrals, trials, etc.

E3. Provide professional testimonial as needed during trials, public hearings, contested case hearings, etc.

Knowledge, Skills, and Abilities:

1. Knowledge of environmental sciences, including biology, chemistry or natural resources management.
2. Knowledge of Federal and/or state hazardous waste management laws, including state statutes and administrative rules.

3. 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.)
4. Skill in Microsoft Office applications, including Word, Excel and PowerPoint.
5. Ability to communicate effectively in both oral and written formats to both external and internal customers.
6. Skill in public presentation with the ability to present technical information to meetings of peers, local government and the business community.
7. Knowledge of Wisconsin and Federal hazardous waste management laws, including state statutes and administrative rules, and policies pertaining to the Waste and Materials Management Program.
8. Knowledge of Wisconsin hazardous waste policy and trends relating to waste minimization.
9. Ability to independently conduct inspections of regulated facilities.
10. Knowledge of best management practices related to beneficial use of industrial byproducts.
11. Knowledge of Enforcement Techniques, having completed training offered by Environmental Enforcement staff.
12. Ability to conduct environmental sampling per program enforcement protocol as necessary, using proper QA/QC techniques.

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.