

SNOHOMISH COUNTY JOB DESCRIPTION

ENVIRONMENTAL MONITORING SUPERVISOR, SOLID WASTE

Spec No. 8010

BASIC FUNCTION

To supervise the staff of the Environmental Services Section (ESS) of the Solid Waste Management Division (SWMD) and oversee the monitoring of all ESS controlled functions including landfill gas facilities; leachate collection, treatment, and conveyance systems; and water quality monitoring sites.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Plans, prioritizes, schedules, and supervises the work and training programs of subordinate employees in the Environmental Services Section (ESS) of the Solid Waste Management Division (SWMD) to ensure that standards and procedures are met, equipment is properly used and safe work practices are followed; recommends various personnel actions to the Solid Waste Operations Manager including selection, discipline, transfer and promotion of subordinates.
2. Forecasts and requisitions materials and supplies as necessary; coordinates operations with other units in the SWMD and with other departments and agencies.
3. Supervises the daily monitoring, operation and maintenance of landfill gas, leachate treatment and water quality monitoring facilities and programs.
4. Supervises the entry of environmental data; performs Quality Assurance/Quality Control (QA/QC) analysis on environmental data; provides information and printouts as required.
5. Performs required analysis of environmental data and prepares reports as needed; analyzes data for trends and variations; tracks process control variables for ESS-operated facilities; initiates major operational changes as necessary.
6. Oversees the design, programming, testing, operation, trouble shooting and maintenance of ESS-operated Programmable Logic Controllers (PLC) systems.
7. Reviews environmental related proposals, reports, scopes of work, contracts and submittals as required; recommends environmental projects and assists with designs; recommends corrections and alternations to documents as necessary.
8. Monitors and inspects work sites and equipment; enforces safety rules and regulations; develops and recommends pertinent policies and procedures to ensure safe working conditions, appropriate emergency response procedures and efficient operations.
9. Directs water quality and gas collection monitoring programs related to discharges to the wastewater collection system or flaring facilities and the impact of facility discharges; supervises the maintaining of laboratory quality control protocol.

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STATEMENT OF OTHER JOB DUTIES (Continued)

10. Researches and analyzes issues and problems and undertakes treatment process studies; analyzes and evaluates information, develops findings, conclusions and recommendations and prepares reports and other written materials as necessary.
11. Supervises laboratory and field sampling procedures and techniques; supervises laboratory and field chemical analyses; reviews field notes and logs.
12. Responds to the public's complaints; coordinates the resolution of complaints with other county employees as necessary; responds to requests for information from the public; prepares written responses as directed.
13. Prepares the annual section budget documents as required.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor of Science degree in chemistry, geology, environmental science or a related field; AND, five (5) years of experience in the landfill monitoring, solid waste operations, or a closely related field, including at least three (3) year of supervisory or lead experience; OR any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Possession of a Washington State Department of Ecology Group I Wastewater Operator Certification or the ability to obtain this certificate within eighteen (18) months of employment.

Possession of or ability to obtain a 40 hour certification in Health and Safety at Hazardous Waste Sites within six (6) months of employment.

A valid First Aid Card is required within six (6) months of employment.

Ability to pass a pre-employment physical examination prior to employment.

Ability to pass the base-line physical for hazardous materials handling.

Ability to pass the annual lung capacity test for wearing respirators.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- groundwater, stormwater, landfill gas, leachate pretreatment and waste monitoring techniques;
- water and gas instrumentation operation, calibration, and repair;
- codes, laws, and regulations relating to environmental quality monitoring and safety;
- statistical methods of analyzing information;
- principles of geology and hydrogeology;
- use of personal computers; research methods and techniques.

Ability to:

- plan, organize, schedule and supervise the work of subordinate employees;
- communicate effectively both orally and in writing;
- gather, analyze, evaluate and synthesize a variety of environmental data;
- write clear and concise reports, policies and procedures;
- maintain complete and accurate written records and prepare required reports;
- understand and perform data entry and report compilation using a computer; read, understand and follow safety rules and regulations;
- establish and maintain effective working relationships with co-workers, consultants and representatives of government agencies;
- understand and interpret work related laws, regulations and procedures;
- make independent decisions under pressure.

SUPERVISION

The employee receives general direction from the SWMD Operations Manager or designee. The work is performed with considerable independence and is reviewed through status reports and meetings. Employee supervises environmental monitoring employees and administrative staff as assigned.

WORKING CONDITIONS

The work is performed in a regular office environment and outdoors in all types of weather conditions at solid waste disposal sites located throughout the county. The employee is exposed to unpleasant odors, dust, debris and other potential hazards and is required to wear county supplied safety equipment. The employee will work in an on-call basis at least some portion of the time, subject to 24-hour call-out, and may be assigned to periodic weekend supervision duties with the solid waste transfer system.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1991
Previous Spec No. 921946
Revised: January 2009, April 2014
EEO Category: 2 - Professionals
Pay Grade: 244 - Classified Pay Plan
Workers Comp: 1501 Hazardous