

SNOHOMISH COUNTY JOB DESCRIPTION
MODERATE RISK WASTE FACILITY SPECIALIST

Spec No. 3222

BASIC FUNCTION

To lead the day to day operation of the County's Moderate Risk Waste (MRW) Facility.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Maintains a safe workplace for the public, employee and the environment.
2. Assumes the lead role in all work activities; plans and schedules these activities to ensure the facility operates in full compliance with applicable regulations and health and safety guidelines.
3. Ensures all MRW received is safely processed and handled in accordance with current state and federal regulations, Snohomish Health District Permit requirements, and consistent with Contractor waste profile requirements.
4. Documents all information relating to processing and handling MRW and prepare required reports.
5. Plans, implements and document MRW staff training consistent with applicable regulatory requirements and county policy.
6. Participates in the selection of new employees and makes recommendations regarding the hiring, discipline, transfer and termination of subordinate employees.
7. Coordinates hazardous substance spill control, containment and clean-up.
8. Safely receives, categorizes, packages, labels, tests, and processes MRW received at the facility as outlined in the MRW Facility Operations Manual.
9. Provides technical assistance to the general public and businesses, on the telephone and in person, regarding proper MRW management and waste reduction options.
10. Monitors daily inspection logs, facility inventory reports, cash collection activities and assures that an adequate inventory of supplies and personal protective equipment is available and properly stored.
11. Schedules waste shipments and preparation of shipping manifests.
12. Participates in the development of MRW Facility Operations, maintenance and safety manuals and ensure existing manuals are current and meet all regulatory guidelines.

STATEMENT OF OTHER JOB DUTIES

13. Provides job related information and technical data to Solid Waste department employees, consultants, regulatory agencies and the general public.

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STATEMENT OF OTHER JOB DUTIES (continued)

14. Provides purchase request input and justifications as needed; assists with the preparation of bid specifications.
15. Provides input to the development of the annual operating budget for the MRW Facility.
16. Performs routine labor as required.

MINIMUM QUALIFICATIONS

Bachelor's degree with at least ten (10) course hours work in chemistry and one (1) year of work experience in hazardous or moderate risk waste disposal facility; OR, any equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and ability required to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License.

Pass the annual lung capacity test for wearing a respirator.

A valid First Aid Card with CPR endorsement must be obtained within six (6) months of employment.

A job offer will be conditioned on satisfactory results of a post offer medical examination or inquiry.

KNOWLEDGE AND ABILITIES

Knowledge of:

- chemical compatibility, hazard classes and their associated risks
- hazardous waste designation, waste profiles, department of ecology shipping and packing regulation
- federal/state hazardous waste laws and regulations and the exemption for moderate risk waste
- principles of effective communication and the dissemination of information to the general public and the business community
- Department of Transportation shipping and packing regulations

Ability to:

- write routine reports and correspondence
- speak effectively before small groups

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- work effectively with the general public, the business community and co-workers
- communicate effectively, in person and over the phone
- read and interpret documents such as materials safety data sheets (MSDS), federal/state hazardous waste laws and operating and maintenance manuals
- calculate figures and amounts such as discounts, interest, percentages and volume;
- apply concepts of basic algebra and geometry
- solve practical problems and deal with a variety of concrete variables in situations where only limited standardization's exists
- interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PHYSICAL EFFORT

Adequate vision and hand-eye coordination is required to enter data and retrieve information from a computer and conduct inspections of hazardous materials received. Telephone and in person contact with other county employees, businesses and the public require that the incumbent hear voice communication and respond appropriately. When working at the facility, the incumbent will be working with paints, pesticides, herbicides, cleaning solutions, acids, oxidizers, oils, and unknown chemicals which require wearing protective gear, including a respirator. The use of a respirator requires that the incumbent does not have any facial hair such as a beard or mustache which could interfere with proper function of a respirator. The incumbent must be willing to participate in the medical monitoring program adopted for MRW facility staff. The incumbent must be able to carry up to fifty (50) pounds on their own and be able to safely move fifty-five (55) gallon drums weighting up to 400 pounds with a hand cart designed for that purpose. Assigned job duties will require the safe operation of a fork lift.

SUPERVISION

The employee receives supervision from the Lead of the section to which assigned. The employees direct supervisor is the Office Administration Supervisor. Assignments are made indicating generally what is to be done, the quantity of work expected and any dead lines which are to be met. The employee carries out recurring assignments as he/she becomes proficient and receives additional specific instructions for new or unusual assignments. The work may be reviewed for completeness and accuracy or the employee may perform tasks which have inherent checks built into the nature of the work.

WORKING CONDITIONS

The majority of the work will be performed at the Moderate Risk Waste Facility but some duties will require work at other county facilities and/or special event sites and/or community based drop-off sites.

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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: January 1998 as Moderate Risk Waste Specialist

Retitled: May 2011

EEO Category: 2 – Professionals

Pay Grade: 240 – Classified Pay Plan

Workers Comp: 1501 Hazardous