

HAZARDOUS WASTE PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves assisting small businesses in Broome County to comply with State and Federal hazardous waste regulations by providing technical advise on compliance matters. The incumbent provides technical assistance, outreach and education to small quantity generators and conditionally exempt small quantity generators of hazardous materials. The work is performed under the general supervision of Director of Solid Waste Management with leeway for independent judgement. May supervise subordinate staff. Performs related work as required.

TYPICAL WORK ACTIVITIES:

Provides in-house training for staff in Hazardous Materials Management;
Makes presentations to targeted business and industry groups;
Oversees the implementation of a permanent Hazardous Household Waste Facility;
Provides assistance to small businesses in finding environmentally safe and economical methods of disposing of hazardous wastes;
Develops and distributes surveys assessing needs of conditionally exempt and small quantity generators;
Audits and evaluates waste stream and disposal options;
Assists in the development of brochures and outreach materials;
Develops a resource library relating to regulatory compliance, reduction, recycling and disposal options for hazardous waste;
Facilitates development of Hazardous Waste Generator Network for regulated generators with the community;
Assists in planning, implementation and management of Broome County's Permanent Household Hazardous Waste Facility;
Develops guidelines and procedures for the acceptance of hazardous waste from conditionally exempt small quantity generators;
Supervises personnel working at permanent Household Hazardous Waste Facility.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of state and federal laws, rules and regulations relating to handling and disposing of hazardous materials;
Good knowledge of materials and equipment used in solid waste management;
Ability to work effectively with municipal businesses, private citizens and community groups;
Ability to express oneself clearly and concisely both orally and in writing;

Ability to work effectively with municipal educational and business officials, private citizens, community groups and private contractors and consultants;
Ability to plan, organize, coordinate and direct activities relating to hazardous waste management;
Ability to plan and direct the work of others effectively;
Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree in Chemistry, Industrial Hygiene, Industrial or Chemical Engineering, Resource Management or closely related field and three years experience in environmental compliance, hazardous waste management or industrial hygiene; or
- B) Graduation from a regionally accredited or NYS registered college or university with an Associates degree in Chemistry, Industrial Hygiene, Industrial or Chemical Engineering, Resource Management or closely related field and 5 years experience in environmental compliance, hazardous waste management or industrial hygiene; or
- C) An equivalent combination of training and experience as indicated within the limits of A), and B) above.