



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
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POSITION DESCRIPTION

Job Title: Solid Waste Specialist-Lead
Department: Public Health
FLSA Status: Exempt
WC Code: 9410
Effective Date: October 1, 2020
Change Effective: October 1, 2020
Pay Grade: A19
Union: AFSCME

SUMMARY

Working under the Director of Public Health, the Solid Waste Specialist is responsible for developing and continuously improving a comprehensive and progressive solid waste diversion program. Program includes but is not limited to municipal properties solid waste management, educational outreach, and special projects. As much of the work performed is in the field, incumbents in this classification are required to exercise considerable independent judgment. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. The position will not necessarily involve all of the listed duties below and may involve duties that are not listed. These duties represent the essential functions needed of persons in this position.)

SOLID WASTE SPECIALIST

1. Develops program strategy, including goals, objectives, policy direction, and procedures. Serves as the county's principal representative. Directs the work of highly skilled, complex environmental or natural resource investigations and projects as required.
2. Evaluates information from other agencies, technical reports, and field observations to determine potential impacts and the effectiveness of proposed or existing control measures or to define and prioritize problems county wide.
3. Evaluates and coordinates the interrelationship of various department programs with other State, and local agencies. Oversees the development and implementation of programs in multiple locations across the county.
4. Receives complaints from the public and other agencies regarding conditions that constitute a danger to public health and/ or safety.
5. Manages multiple, county wide clean-ups and compliance plans to ensure timely and effective implementation and results. Acts as liaison among divisions and departments to resolve differences, answer technical questions, and ensure county wide follow-through.
6. Creates cases and draft letters to send to landowners to coordinate inspection dates and times.
7. Conducts inspections in remote rural areas, in varied terrain and weather conditions.

8. Works with landowners to cure the solid waste violations on their property. Develops compliance plans to present to landowners to ensure all violations will be cured.
9. Coordinates with contractors, dates and times of cleanups, accepts and rejects bid proposal from contractors.
10. Inspects the cleanups to ensure all solid waste has been removed and in compliance with Josephine County Public Health.
11. Consult on issues, offer advice, provide technical assistance, answer concerns, and negotiate acceptable resolutions.

LEGAL LIAISON

1. Assesses enforcement cases and pursues formal enforcement actions, including settlement negotiations against violators of statutes, rules, and permits in all programs regulated by the department.
2. Decides if adequate evidence and information is available to support a formal enforcement action. Analyzes evidence to insure it supports the legal elements of applicable statutes, regulations or permit conditions. Follows-up on or identifies additional case leads or cross program violations for investigation.
3. Participates in field investigations as necessary. Assesses legal enforceability and factual evidence. Advises management to settle or drop case when warranted.
4. Evaluates case with similar past cases to assure consistency of formal enforcement actions. Evaluates violator response to formal enforcement action and recommends to management whether case should be prosecuted, settled, or withdrawn. Recommends whether documented solid waste/ drug violations warrant prosecution.
5. Acts as the department's principal representative, coordinates the oversight of complex enforcement cases (including settlement negotiations, contested case hearings and appeals). Applies the department's penalty determination process to decide appropriate penalty. Considers case facts, evidence, magnitude or seriousness of the violation, and any aggravating or mitigating factors in making decision. Writes letters, formal enforcement actions, civil penalty assessment notices and orders necessary to execute the enforcement strategy.
6. For contested cases where settlement is an option, discusses and negotiates settlement with violator or attorney. Evaluates case facts and recommends settlement to management. Also evaluates settlement offers from violators or attorneys and advises management whether offers should be accepted or rejected.

LAW ENFORCEMENT LIAISON

1. Coordinates with local and State and Federal law enforcement agencies regarding enforcement action and environmental impacts.
2. Sets up law enforcement assists to inspect properties.
3. Set up and assist other departments with the Sheriff's office.
4. Works with JMET and RADE to identify illegal cannabis grows and drug houses and provide needed information for probable cause.
5. Performs receivership and writ of execution evictions/ property closure with the civil and resident deputies.
6. Communicate with resident deputies to identify problem properties throughout the county and determine the appropriate action needed.
7. Makes routine checks on properties in receivership with resident deputies to ensure compliance.

SUPERVISORY RESPONSIBILITIES

This position will act as the Solid Waste section Lead in a joint effort between the Public Health and Community Development departments. The incumbent will act as direct liaison to the Public Health Operations Manager and the

Community Development Director and will be responsible for oversight of cleanups from initial inspection through to the outcome of resident remediation or legal action.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Bachelor's degree in public or environmental health, chemistry, biology or related science field; and two years of progressively responsible experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or illness where codes were not enforced or in compliance.

JOB CONTACTS

Contacts are with county, city and state departments and agencies and employees, and the public to give and exchange information relating to the interpretation of laws and regulations pertaining to environmental sanitation.

LANGUAGE SKILLS

This position requires working with owners, managers, residents, developers, other involved parties, federal and state agencies, other County departments, and the general public in the investigation of environmental health hazards. The ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with state and federal agencies, other employers and the general public; interpret and apply environmental health laws and regulations; make thorough investigations and prepare clear and concise reports; and deal tactfully with the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to work independently and exercise initiative and judgment in completing tasks and responsibilities. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. The work involves dealing with individuals who may become irate and/or enraged when decisions/inspections do not go their way or who are placed under enforcement mandates and schedules.

OTHER SKILLS AND ABILITIES

Extensive knowledge of the theories, principles, and practices of distinct disciplines related to solid waste abatement, conservation, management, protection, utilization, or control; and of the relationship between these disciplines and the overall county's programs. Extensive knowledge of laws, procedures, principles, and regulations governing one or more specific county programs or subprograms. Skill guiding and motivating local citizens to address and solve community problems and issues. General knowledge of legal concepts, principles, terminology, and standards, including the rules of evidence and standards of proof. General knowledge of the administrative law process. General knowledge of applicable laws, policies, procedures, and regulations of the regulated activity. Knowledge of OLCC, OMMP and ODA rules and regulations. Skill in dealing with diverse groups of people to resolve complex issues. Performing field work requires working in all types of weather conditions in isolated situations, in various types of terrain situations (steep slopes, climbing fences) and in areas of potential environmental health hazards. The position is on-call on a rotating basis to respond to emergency situations which are infrequent (2-3 times per year). Incumbents may also be required to perform scheduled weekend and after-hours inspections.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License and a safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; high precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; and extreme heat. The noise level in the work environment is usually moderate to loud.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50lbs			
<input type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Speech, Vision & Hearing					
<input type="checkbox"/>	Distinguish colors	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input type="checkbox"/>	Distinguish shades	Yes: <input type="checkbox"/> No: <input checked="" type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: Driving Motor Vehicle			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dust	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Vibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Chemical Solutions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ladder/Scaffold	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>