



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
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POSITION DESCRIPTION

Job Title: Solid Waste Specialist
Department: Public Health
FLSA Status: Exempt
WC Code: 9410
Effective Date: February 1, 2019
Change Effective:
Pay Grade: A17
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.)

1. Performs evaluations, field inspections, and investigations in the enforcement of state laws and County ordinances related to solid waste in cooperation with other County/State officials.
2. Advises owners, operators and/or contractors of any deficiencies and explains regulations; determines corrective measures and implements compliance schedules.
3. Prepares reports and letters of findings of inspections/investigations; approves and issues operating permits, license renewals, site approvals, construction approvals and certificates of inspection.
4. Receives and investigates public complaints regarding environmental health hazards; evaluates problem and implements corrective procedures or refers to appropriate agency.
5. Works with the State of Oregon Department of Environmental Quality, the Solid Waste Planning Committee, the public, and area municipalities on solid waste codes, standards, permits, record keeping and reporting.
6. Performs investigations, assesses situation and monitors clean up of chemical spills and contamination, illegal drug labs and hazardous/infectious waste.
7. Answers inquiries from and provides assistance to contractors, builders, architects, business owners/operators, school personnel, other governmental agencies, and the public relating to the interpretation of laws and regulations pertaining to solid waste.

8. Serves on statewide and local boards, commissions, and committees concerned with environmental health issues.
9. Develops and provides education programs on solid waste and recycling issues.
10. Approximately 90% of the incumbent's time will be spent in the field attending to solid waste clean-ups. Approximately 10% of the incumbent's time will be spent on administrative and other environmental health duties.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

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

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 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"/>