



**LEON COUNTY GOVERNMENT**  
**invites applications for the position of:**

## **Hazardous Waste Superintendent**

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**SALARY:** \$21.23 - \$35.02 Hourly  
\$44,158.40 - \$72,841.60 Annually

**OPENING DATE:** 06/26/21

**CLOSING DATE:** 07/09/21 11:59 PM

### **GENERAL DESCRIPTION OF DUTIES:**

**Initial salary may be up to 15% above the minimum salary based on verified related education, experience, and training above the minimum requirements.**

The purpose of this position is to provide for the safe and effective collection, processing, recycling and management of household hazardous and electronic waste. Work also involves helping promote more effective collection through outreach and events and providing cost-effective options for very small quantity generators to properly dispose of hazardous waste.

**NOTE:** The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Job Description Questionnaire (JDQ) reflects a more detailed description of the position. Neither the job description nor the JDQ constitutes an employment agreement. Both are subject to change as the needs of the County and requirements of the job change.

### **ESSENTIAL DUTIES**

Manage day-to-day operations of the Program, ensuring safety of staff, the public and the environment. Ensure compliance with all hazardous waste regulations, proper disposition of hazardous materials, and identification, sorting and storage of chemicals.

Administer the County's Hazardous Waste Program, which includes implementing operating procedures, negotiating contracts/grants, tracking regulatory and performance metrics, and assisting with budget preparation.

Supervise the daily activities of the Hazardous Waste Collection Center staff including HHW Technicians, OPS, and staffing agency laborers; including evaluations, productivity, performance and maintaining open communication with Directors, administrative and technical staff.

Educate County employees, residents, and businesses about hazardous materials, which includes collection events, primary contact for residents/businesses and development of education materials.

### **OTHER IMPORTANT OR MARGINAL DUTIES**

None.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Professional knowledge of the theories, principles, practices, and techniques of chemistry to evaluate hazards and decide upon appropriate disposal methods. Knowledge of local, state, and federal regulations concerning management of hazardous materials, landfill management, and safety issues. Knowledge of personal computer software in Windows environment, knowledge of Word, Access, Excel and PowerPoint presentations. Skilled in communicating effectively, orally,

and in writing to a diverse audience. Skilled in negotiating contracts and grants. Skilled in supervising and working effectively with people of diverse backgrounds and abilities, including conflict resolution. Ability to organize, prioritize, understand and meet deadlines. Ability to maintain records. Ability to monitor multiple projects simultaneously. Ability to coordinate joint projects with other public and private programs.

### **COMPLEXITY OF WORK**

This position is the County's primary decision maker regarding hazardous waste management, therefore, a high level of independent judgement is essential. Ability to identify and categorize hundreds of products, requiring comprehensive knowledge of chemistry. Knowledge of the characteristics of various chemical reactions and techniques for controlling chemical reactions. Knowledge of hazardous material clean-up techniques. Ability to meet ever increasing demand for services through innovative, cost-effective new programs.

### **RESPONSIBILITY:**

#### **Supervision Received**

This position's duties are generally defined and require significant independent judgment how to accomplish the work. The position seldom receives guidance from supervisor and/or lead co-worker.

#### **Supervision of Others**

This position has supervisory duties.

### **INTERNAL AND EXTERNAL CUSTOMER CONTACT**

The employee interacts with various County employees for the purpose of discussing programs, specials projects, safety issues, and other general information. Also contact is made with the general public for the purpose of accepting hazardous waste and responding to requests for information.

### **EQUIPMENT AND TOOLS USED**

Work requires the use of a personal computer, various computer software, specialized software such as Smarter Sorting, fax machine, calculator, vehicle, and forklift.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Work is performed mainly indoors. Exposure to weather occurs when working at remote sites when necessary. Exposures include dirt, dust, vapors, fumes, chemicals, and odors. Physical demands of work include standing, operating a video display terminal and working mainly in one location. Lifting and carrying over 50 pounds may occur.

### **MINIMUM REQUIREMENTS**

Requires graduation from an accredited four year college or university with a Bachelor's degree in General Studies, Chemistry, Physical Science, Environmental Engineering, or a related field, and two years of related work experience, of which one year must have been in a supervisory capacity; or an equivalent combination of education and experience.

### **Necessary Special Requirements:**

A valid Florida Driver's License and have a favorable driving record.

Certified OSHA Hazardous Site Worker, or be able to obtain within six months of employment.

Certified OSHA Hazardous Site Supervisor, or be able to obtain within six months of employment.

DOT Hazardous Materials Certification, or be able to obtain within six months of employment.

### **Selection Guidelines:**

Formal application, rating of education and experience, oral interview, reference check, and drug testing.

**FLSA STATUS:** Exempt. Position currently meets the administrative and professional exemption.

Position meets the salary test and acts with discretion and independent judgment handling matters of significance in the performance of work assignments.

**Revision History:** May 29, 2020; June 23, 2021.

## **ESSENTIAL DUTIES:**

## **MINIMUM QUALIFICATIONS:**

## **NECESSARY SPECIAL REQUIREMENTS:**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.leoncountyfl.gov>

Position #080-21  
HAZARDOUS WASTE SUPERINTENDENT  
LH

315 S. Calhoun Street  
Tallahassee, FL 32301  
850-606-2400

[wilsonca@leoncountyfl.gov](mailto:wilsonca@leoncountyfl.gov)

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### **Hazardous Waste Superintendent Supplemental Questionnaire**

- \* 1. What is your highest level of education?
  - ☐ Less than High School
  - ☐ High School Diploma or Equivalent.
  - ☐ Vocational or Technical School.
  - ☐ Associate's degree in General Studies, Chemistry, Physical Science, Environmental Engineering, or a related field.
  - ☐ Bachelor's degree in General Studies, Chemistry, Physical Science, Environmental Engineering, or a related field.
  - ☐ Master's degree in General Studies, Chemistry, Physical Science, Environmental Engineering, or a related field.
  - ☐ Doctorate in General Studies, Chemistry, Physical Science, Environmental Engineering, or a related field.
- \* 2. If your related degree is not listed above, please type it in the space below or N/A.
- \* 3. How many years of related work experience do you have?
  - ☐ No Experience
  - ☐ 1 Year
  - ☐ 2 Years
  - ☐ 3 Years
  - ☐ 4 Years
  - ☐ 5 Years
  - ☐ 6 Years or More
- \* 4. How many years of experience do you have in a supervisory capacity?
  - ☐ No Experience

- ☐ 1 Year
- ☐ 2 Years
- ☐ 3 Years
- ☐ 4 Years
- ☐ 5 Years and more

\* Required Question