

# DELAWARE SOLID WASTE AUTHORITY



## JOB OVERVIEW

**TITLE:** MANAGER OF ENVIRONMENTAL MONITORING AND TESTING

**REPORTS TO:** CHIEF OF FACILITIES MANAGEMENT

**JOB CLASS:** EXEMPT

**LOCATION:** DOVER OFFICE

**PURPOSE:** This position is responsible for the environmental monitoring and testing activities at all DSWA facilities.

## JOB DUTIES

### ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Provides oversight of the environmental monitoring of ground waters, surface waters, and leachate at all DSWA landfills, and maintains compliance of the environmental monitoring requirements of all DSWA operations permits issued by DNREC, New Castle County, and the City of Wilmington.
- Prepares Requests for Proposals and assists with negotiating contracts.
- Reviews data and reports, and submits those reports to permitting agencies.
- Oversees and maintains DSWA's environmental monitoring database for monitoring locations statewide.
- Prepares data for monthly reports; supervises the preparation of tables, graphs and reports of the collected data, which includes the analysis of the results, conclusions and recommendations.
- Oversees and maintains scientific weather stations statewide.
- Provides oversight of maintenance of the environmental monitoring systems at all DSWA landfills.
- Selects, procures, installs, and maintains environmental monitoring equipment.
- Coordinates the selection of sampling firms and laboratories and monitors quality control procedures.

### ADDITIONAL DUTIES:

- Assists engineers and facility managers with various projects.
- Initiates and provides oversight for various environmental investigations when needed.
- Prepares and oversees the environmental monitoring budget for all landfills.

- Negotiates with various government agencies in regards to environmental monitoring, including reductions in analysis or test methodologies in consideration of samples.
- Performs other duties as assigned.

## QUALIFICATIONS

### EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a bachelor's degree in environmental science, chemistry, biology, or other related field, 10 years of experience or a master's degree and 8 years of experience and 2 years of supervisory experience.

Must possess a valid driver's license.

Note: This is a safety sensitive position and requires drug testing as a condition of employment.

Knowledge of environmental sciences, engineering, geology, hydrology, fluid mechanics, air quality, industrial hygiene, biology, chemistry, statistical analysis techniques, analysis instrumentation Civil Design (CAD), and microcomputer applications and operation. Knowledge of sampling techniques. Knowledge of the laws and regulations which govern the operation of landfill facilities. Knowledge of analytical test methodologies and ASTM standards. Knowledge of project planning and management. Knowledge of basic budgeting. Ability to exercise judgment on details of work. Knowledge of all applicable environmental regulations. Skill in word processing and database management. Ability to work with the general public and government agencies. Ability to write Requests for Proposals or Bids and negotiate contracts. Skill in time management, supervision, and resource allocation.

### Physical Requirements:

This position requires standing, walking, sitting, reaching with hands and arms, talking or hearing.

This position requires lifting up to 50 pounds.

The position requires color vision (ability to identify and distinguish colors). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships). Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

Position risks exposure to indoor environment, outdoor environment, extreme temperatures, moisture and/or humidity, dust, gases, chemical hazards, and various insects.

**SIGNATURES**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**SUPERVISOR**

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**DATE**

*I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.*

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**HUMAN RESOURCES**

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**DATE**

*I have read this description and understand the major responsibilities, requirements, and duties of this position.*

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**EMPLOYEE**

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**DATE**

*Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*