

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: SENIOR 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 Qualifications and negotiates contracts.
- Reviews data and reports, and submits those reports to permitting agencies.
- Oversees and helps to maintain DSWA's environmental monitoring database for over 200 monitoring locations statewide.
- Prepares data for monthly reports; supervises the preparation of tables, graphs and reports of the collected data, which shall provide and analysis of the results with conclusions and recommendations.
- Oversees and maintains four (4) scientific weather stations statewide.
- Provides oversight of maintenance and upkeep of the environmental monitoring systems at all DSWA landfills.
- Prepares CAD designs including tracking of landfill gas well location maps, utility maps and updating base maps for engineering projects; prepares analysis on landfill gas components for the NSWMC-2.
- Selects, procures, installs, and maintains all environmental monitoring equipment.
- Coordinates the selection of sampling firms and laboratories and monitors quality control procedures.
- Coordinates activities with medical organizations, state agencies, educational institutions, and equipment vendors.

ADDITIONAL DUTIES:

- Assists engineers and facility managers with various projects including designing systems when needed.
- 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 master's degree in environmental science, chemistry, biology, or other related field and 14 years of experience and 6 years of supervisory experience.

Training, knowledge and experience of applicable computer software is required. Must possess a state 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.

SUPERVISOR

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.

HUMAN RESOURCES

DATE

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

EMPLOYEE

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.