

DELAWARE SOLID WASTE AUTHORITY

JOB DESCRIPTION

OCTOBER 3, 2013

TITLE: MANAGER OF ENVIRONMENTAL MONITORING AND TESTING

REPORTS TO: CHIEF OF FACILITIES MANAGEMENT

JOB CLASS: EXEMPT

LOCATION: DOVER OFFICE

PURPOSE:

This position provides a DSWA staff member who is responsible for the environmental monitoring and testing activities at all DSWA facilities. This includes supervision of all personnel in the Environmental Group, administering contracts for sampling and analysis services and review, interpretation and reporting of all results. This person shall direct research efforts and special projects. Work assignments require thorough knowledge of environmental sciences, chemistry, statistical analysis techniques, analysis instrumentation and microcomputer applications and operation. In addition, assignments will cover a wide range of activities including supervising and coordinating the collection of environmental data from air and water monitoring and solid waste disposal operation. The supervision of Senior Environmental Scientists, Environmental Scientist and/or coordination and overseeing of activities of Environmental Technicians may be required. The exercise of judgment on details of work including determination of appropriate environmental monitoring equipment, sampling, laboratory analysis procedures, and acquisition and analysis of data must be used. Familiarity with all applicable environmental regulations including those pertaining to infectious waste is required. This person will represent DSWA at meetings with other state agencies or educational institutions on matters dealing with environmental monitoring requirements or research projects.

JOB DUTIES:

- * Conducts literature reviews for research and development projects concerning infectious waste, landfill gas, effect of leachate recycling and gas venting on air quality surrounding landfills
- * Responsible for the selection, procurement, installation and maintenance of all environmental monitoring equipment.

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- * Coordinates the selection of sampling firms and laboratories and monitors their quality control procedures.
- * Responsible for assuring that all environmental monitoring requirements of all DSWA permits are met.
- * Conducts site visits

Assignments will cover a wide range of activities including supervising and coordinating the collection of environmental data from air and water monitoring and solid waste disposal operations. This position is also responsible for the interpretation of all environmental data.

Coordinates activities with medical organizations, state agencies, educational institutions, and equipment vendors.

Heavy emphasis on routine application of microcomputers and instrumentation to collect and analyze data.

Supervises the preparation of tables, graphs and reports of the collected data, which shall provide and analysis of the results with conclusions and recommendations.

Performs related work as required.

QUALIFICATIONS:

Possession of a master's degree in environmental science, chemistry, biology, or other related field from an accredited college or university and eight (8) years' experience of the type specified above or B.S. degree in environmental science, chemistry, biology, or other related field from an accredited college or university and ten (10) years of experience of type specified. Such required education and experience shall provide the necessary knowledge, abilities, and skills to perform the described examples of duties. Training, knowledge and experience of applicable computer software is required

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

*Denotes essential functions of the job