

**CLASSIFICATION:** WASTE MANAGEMENT SPECIALIST I

**Class Code:** 9798-19

**Date Established:** 01-19-87

**Occupational Code:** 7-6-2

**Date of Last Revision:** 7-17-15

**Exempt Status:** Non-Exempt

**BASIC PURPOSE:** To provide basic inspection of waste management facilities for regulatory compliance and to provide technical assistance to the public and private sector regarding compliance and waste management emergency issues.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Conducts environmental assessments or compliance and complaint inspections of hazardous waste generator facilities, hazardous waste storage, treatment and disposal facilities and of transporters.
- Prepares reports regarding environmental protection and industries or facility regulatory compliance.
- Provides technical assistance on compliance and environmental issues to both the public and private sectors.
- Participates in public awareness seminars regarding hazardous waste or solid waste management.
- Collects hazardous and solid waste samples from numerous sources, including railroad cars, tank trucks, and drums containing unknown materials which may pose threats of fire, explosion and acute or chronic toxicity.
- Conducts compliance and complaint investigations of solid waste disposal facilities, septage haulers, transfer facilities, resource recovery facilities, incineration and waste to energy facilities.
- Reviews administrative plans for regulatory compliance.
- Assists local and state personnel in responding to emergencies involving hazardous waste/materials.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling and reporting data according to established procedures OR in operating complex machines.

**Knowledge:** Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

**Impact:** Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

**Supervision:** Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

**Working Conditions:** Requires performing regular job functions in an adverse working environment containing a combination of disagreeable elements which impact significantly upon the employee's capacity for completing work assignments. This level includes work-related accidents or assault.

**Physical Demands:** Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

**Communication:** Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

**Complexity:** Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

**Independent Action:** Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

**MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a recognized college or university with major study in a related environmental science. Each additional year of approved formal education may be substituted for one year of required work experience.

**Experience:** Two years' experience in hazardous waste management, environmental monitoring or testing, hazardous materials handling, occupational safety and health or related field, **OR** two years' experience in solid waste management, hydrogeology, waste treatment systems or other related scientific fields.

**License/Certification:** Eligibility for New Hampshire driver's license required if necessary for performing professional field work.

**RECOMMENDED WORK TRAITS:** Some knowledge of environmental laws and regulations relating to hazardous or solid waste management. Some knowledge of the methods and techniques of construction, maintenance and operation of solid or hazardous waste treatment and disposal facilities. Skill in interpreting scientific and technical reports and test results. Ability to communicate technical and scientific information effectively to professional and lay person. Ability to work with the public and private sector. Ability to write technical reports. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

**SPECIAL REQUIREMENTS FOR WASTE MANAGEMENT SPECIALIST I - IV**

1. All job specific education, experience, and licensing requirements must be stated on the supplemental job description and approved by the Division of Personnel prior to recruitment. For recruitment purposes, a related environmental science degree shall be limited to one of the following:

animal science	environmental science	occupational safety & health
archeology	environmental studies	oceanography
architectural history	environmental toxicology	physics
biochemistry	forest resources	plant physiology
biological sciences	forestry	resource conservation
biotechnology	general biology	resource management
chemical engineering	general botany	public health
chemistry	general ecology	radiological health
chemistry education	general zoology	radiological science
civil engineering	geology	sanitary engineering
community development/planning	geophysical science	soil science
earth science	hydrology	toxicology
environmental affairs	industrial hygiene	waste management
environmental conservation	laboratory science	wastewater management
environmental engineering	limnology (inland freshwaters)	water resources management
environmental health	marine biology	wildlife management
environmental issues	microbiology	
environmental sampling & analysis	natural resources	

2. Must be able to pass a base line medical examination indicating the individual is physically capable of assuming all duties required including wearing respiratory protective equipment in accordance with the recommendations of the National Institute of Occupational Safety and Health (NIOSH).