

**CLASSIFICATION:** WASTE MANAGEMENT SPECIALIST IV

**Class Code:** 9801-26

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

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

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

**Exempt Status:** Exempt

**BASIC PURPOSE:** To plan, develop and review administrative enforcement actions, including planning facility inspections, developing compliance schedules, interpreting and monitoring environmental data collected during enforcement investigations, and recommending actions to protect public health and the environment during waste management emergency incidents.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

- Supervises and coordinates the review of facility inspection reports or solid waste management studies, and assists agency administrators in developing strategies for enforcement actions.
- Supervises inspections of hazardous waste or solid waste management facilities and dumping sites for regulatory compliance.
- Supervises and implements an enforcement program for clean-up, and disposal of hazardous waste or a program for inspection of solid waste management facilities.
- Reads and interprets information submitted by consultants, analytical testing and survey results and other related technical reports.
- Participates in administrative hearings relative to regulatory orders and enforcement actions initiated by the state or as a hearings officer in public hearings on proposed construction of solid and hazardous waste management facilities.
- Confers with federal, state and local officials to implement established regulations or to develop proposed legislation pertaining to waste management.
- Testifies in court as an expert witness in lawsuits brought by the state against individuals, companies and industries in violation of hazardous waste and environmental laws and regulations.
- Develops and maintains considerable knowledge of federal and state hazardous waste laws and regulations, and division policies and procedures, necessary to develop new program initiatives, statutes, regulations, grants, and contracts.

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**DISTINGUISHING FACTORS:**

**Skill:** Requires skill in analyzing and interpreting data, policy and procedures OR in using equipment in order to arrive at logical conclusions or recommendations.

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

**Impact:** Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

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**Supervision:** Requires direct supervision of programs or of employees doing work which differs from the supervisor, including disciplining employees, solving personnel problems, recommending hiring and terminating employees, and developing work methods. The supervisor in this position manages a working unit or section with responsibility for employee performance appraisal.

**Working Conditions:** Requires performing regular job functions in an environment which includes exposure to continuous physical elements or a number of disagreeable working conditions with frequent exposure to minor injuries or health hazards.

**Physical Demands:** Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

**Communication:** Requires reviewing summaries and reports and making management level decisions to solve problems or to achieve work objectives as well as articulating and expressing those solutions and goals. This level also requires formal presentations of solutions and goals to employees and the general public to increase the responsiveness of the agency toward the demands of its client system.

**Complexity:** Requires evaluating a combination of wide-ranging job functions to determine work procedures, to solve problems, and to reach conclusions by applying analytical, technical, or scientific thinking. This level also requires planning policies and long-term strategies, drawing conclusions based on available criteria, and evaluating the effectiveness of program objectives.

**Independent Action:** Requires independent judgment in planning and evaluating work procedures and in supervising the development of professional, technical and managerial standards under administrative direction and according to broad departmental guidelines.

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

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

**RECOMMENDED WORK TRAITS:** Thorough knowledge of environmental laws and regulations. Considerable knowledge of industrial waste treatment processes and solid or hazardous waste management practices. Considerable knowledge of occupational health and safety practices. Knowledge of the principles of environmental health and toxicology. Considerable skill in the interpretation and implementation of industrial waste, hazardous materials and occupational health and safety regulations. Skill in reading and interpreting scientific and technical reports. Ability to communicate technical and scientific information effectively to professional and lay persons. Ability to testify in court. Ability to supervise professional and technical employees. 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).