

To apply: Email cover letter and resume to hr@solidwasteagency.org.

The Cedar Rapids/Linn County Solid Waste Agency is an Equal Opportunity Employer.

CEDAR RAPIDS/ LINN COUNTY SOLID WASTE AGENCY

Environmental Health & Safety Manager

JOB DESCRIPTION

SUMMARY OF POSITION

Responsible for ensuring the environmental compliance of Cedar Rapids/Linn County Solid Waste Agency facilities and overseeing Agency safety program, including incident reporting and documentation of operational safety training. The EHS Manager anticipates regulatory issues and OSHA requirements. The EHS Manager is well versed in local, state and federal solid and hazardous waste regulations and communicates Agency safety goals, plans, and policies.

Work is performed under the supervision of the Executive Director. EHS Manager works in conjunction with all management staff and labor staff, at all levels of the Agency.

POSITION RESPONSIBILITIES

- Develops performance measures; program planning; policy setting; and other aspects related to Agency staff training and safety program.
- Responsible for special waste authorization program for all facilities.
- Approves liquid waste profiles and assists with oversight of liquids program.
- Interfaces with hauling community to improve customer safety and compliance.
- Responsible for ensuring compliance with OSHA rules and industry safety protocols.
- Manages the development, revision, and implementation of policies and procedures related to safety and best practices.
- Tracks accident and incident reports and makes training recommendations based upon performance history.
- Responsible for conducting monthly safety meetings and specialized trainings.
- Communicates and coordinates with site engineers and consultants as necessary regarding regulatory compliance concerns.
- Participates in customer outreach, waste audits and provides education regarding banned materials.
- Assists in budgeting process for environmental compliance, safety and training.
- Codes, approves and submits safety and training invoices for processing to accounting.
- Prepares requests for proposals and/or quotation for procurement of equipment and services related to environmental compliance, safety and training.
- Writes briefing papers with recommendations related to compliance, safety, and training program.
- Conducts research and supports administrative staff in gathering information for Agency program planning; operations; reporting, and implementation of on-going and alternative waste management methods.
- Monitors enforcement of Agency policies, including compliance with safe work practices and operational procedures.
- Assists communications director in responding to questions and complaints.
- Represents Agency in providing technical assistance to industrial and business generators
- Represents Agency on Linn County Emergency Planning Committee.
- Works with local emergency response officials.
- Oversees HHM program compliance and conducts monthly inspections.
- Interfaces with workers compensation and property insurance carriers regarding risk management.
- Performs related work as required, and other duties as assigned.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor of science degree in environmental studies or related field
- **Experience:** Two years of EHS experience with strong knowledge of environmental regulations with some health and safety and regulatory experience.
- Prefer two years solid waste management/compost experience or demonstrated equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- Must have valid driver's license

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of current applicable federal, state, and local laws, rules, and regulations for site environmental compliance activities
- Comprehensive knowledge of the principles and practices of solid waste industry
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations for the Agency
- Ability to organize and maintain documents, including training and safety records
- Ability to summarize and present a variety of data in an easily understandable format
- Ability to read and interpret environmental regulations, technical specifications, plan sets and contracts
- Ability to develop and implement training and safety programs
- Ability to evaluate and develop concise recommendations for measureable improvements related to training and safety
- Ability to communicate clearly and effectively, both verbally and in writing, and maintain productive working relationships with other Agency employees; supervisory personnel; state and local officials; engineers; professional consultants, and sub-contractors
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities
- Ability to learn and use new skills and knowledge brought about by rapidly changing information and technology
- Ingenuity and inventiveness in the performance of assigned tasks
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively
- Sufficient vision, with or without reasonable accommodation, which permits the employee to inspect site operations and activities, operate equipment and understand and interpret regulatory guidelines
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate heavy equipment and computerized equipment
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to inspect site operations

Pay Grade: 12

Pay Range: (\$59,486 - \$82,002)

FLSA Status: Exempt

Pre-employment testing: drug screen

Reviewed: 3/27/19