

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 environmental compliance of Cedar Rapids/Linn County Solid Waste Agency facilities as well as reporting requirements and documentation of operational activities including the safety and training programs. The EHS Manager oversees permits, tracks and manages record keeping and anticipates future requirements. The EHS Manager is well versed in local, state and federal solid waste regulations and guidelines and communicates Agency operational 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 regulatory compliance, staff training and safety program
- works in the field with staff daily
- responsible for special waste authorization for all facilities
- responsible for ensuring compliance with all permit requirements, renewals and amendments
- manages the development, revision, and implementation of policies and procedures related to permit amendments, regulatory changes and environmental best practices
- tracks accident and incident reports and makes training recommendations based upon performance history
- responsible for conducting monthly safety meetings and training
- communicates and coordinates with site engineers and consultants as necessary to ensure regulatory compliance
- participates in customer education and waste audits and education regarding banned materials
- coordinates with all administrative staff to ensure the success of new programs and facilities
- assists in budgeting process for environmental compliance, safety and training
- codes, approves and submits invoices for processing to accounting
- prepares requests for proposal and/or quotation for Agency equipment and services related to environmental compliance, safety and training
- writes briefing papers with recommendations related to compliance, safety, and training program
- supports administrative staff in gathering information and research for Agency program planning, operations, reporting and implementation of on-going and alternative waste management methods
- conducts weekly site inspections to ensure compliance with site permits
- monitors policy enforcement and compliance policy and procedures
- assists communications director in responding to questions and complaints
- responds to alarms and/or other site emergencies after hours as needed

- works with local emergency response officials
- performs related work as required

Minimum Qualifications

Education:

- bachelor of science degree in the area of environmental studies or related field

Experience:

- two years of EHS experience with strong knowledge of environmental regulations with some health and safety regulatory experience
- prefer two years solid waste management/compost experience in a supervisory role
- demonstrate any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work
- valid Iowa drivers 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 permitting documents, 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 and maintain working relationships with other Agency employees, supervisory personnel, state and local officials, engineers, professional consultants and sub-contractors both orally and in writing
- ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities
- ability to quickly learn and put to 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
- ability to maintain valid driver's license

Pay Grade: 12

Pay Range: Starting salary \$65,981; Mid \$78,785; Top \$96,896

Pre-employment testing: drug screen

Work Environment: uncontrolled

FLSA Status: Exempt