



Lewis County Employment Opportunity

Division: Solid Waste Position: Hazardous Waste Program Coordinator

Who may Apply: Any Qualified Applicant

Employment Status: Regular full-time

Salary Range: Grade 19: \$3,529 – \$3,707 (DOQ)

Full Salary Range: Grade 19: \$3,529 - \$4,745/mo.

Posting Opens: June 3, 2016

Closing Date: June 22, 2016 at 4:00 pm

DEPARTMENT / OFFICE

This position is in the Lewis County Public Works Department, Solid Waste Division, Central Transfer Station, 1411 S Tower Ave, Centralia

POSITION SUMMARY

This is a FLSA non-exempt represented position by AFSCME within the Solid Waste Division of the Public Works Department (PWD). A Hazardous Waste Program Coordinator independently and as directed by the Solid Waste Manager, oversees operation and maintenance of a permanent hazardous waste collection facility (Hazo Hut) and numerous smaller satellite, waste specific sites, Staffs, transports, and conducts periodic hazardous waste collection events in remote areas of the county, Attends, participates and represents the Division in program meetings, Solid Waste Disposal District #1 meetings, and public and private organization events, as required, Manages agreements and contracts associated with waste reduction, hazardous waste and litter control programs (PROGRAMS). Plans, organizes, coordinates, and conducts outreach, activities, and events for PROGRAMS and information for the Solid Waste website. See job description for complete details.

HOW TO APPLY

Online application process, application materials and job description are available at www.lewiscountywa.gov/jobs or pick up an application packet between 8:00AM – 5:00PM from:

**Lewis County Public Works Department
Public Services Building
2025 NE Kresky Avenue
Chehalis, WA 98532**

Application packets may be requested by calling 360.740.1123. Please note: there may not be sufficient time for the packet to be mailed and returned by the screening date. All application materials must be received in the Public Works Department. Late applications will not be accepted. Application materials may be emailed to Lara.Seiler@lewiscountywa.gov or faxed to 360.740.1499 providing a signed hard copy follows within 5 business days. If following the online application process no hard copies need to be mailed.

WHO MAY APPLY

This recruitment is open to any qualified applicant who meets the minimum qualifications and can perform the essential functions, with or without accommodation and possess the knowledge, skills and abilities as identified in the job description.

APPLICATION REQUIREMENTS

The following items are **REQUIRED** for your application to be considered complete and for you to be considered for this recruitment.

- ✓ **Lewis County Employment Application**
- ✓ **Authorization to Release Information**
- ✓ **Cover Letter**
- ✓ **Resume**
- ✓ **Specific technical training and certifications are required, depending on area of responsibility**

MINIMUM REQUIREMENTS

- Bachelor's Degree in Environmental Science, Chemistry or related field; AND two (2) years' experience in Hazardous Waste Management or four (4) years' experience in Waste Management with two years of primary responsibilities in Hazardous Waste. Must be twenty-one (21) years of age (minimum).
- Must obtain certification in Hazardous Materials Incident Response training within one year of employment.
- Certification of forklift operations within six months of employment,
- First Aid Certification within six months of employment, and Flaggers' Certification within six months of employment.
- Obtain 40-hour Hazwoper certification and follow-up with 8-hour refresher course each year thereafter.
- Must pass thorough background investigation.

Desirable Qualifications:

- Knowledge of current Federal, State, and local regulations governing solid waste handling and disposal practices.

NOTE:

Lewis County is an equal opportunity employer that provides access, free from discrimination based on race, color, national origin, religion, age, sex, marital status, sexual orientation, military or veteran status, pregnancy, disability, genetic information or any other basis protected by law in employment or provisions of services.

Applicants with disabilities who need accommodation with the application and/or selection process should contact the ADA Coordinator, Human Resources at (360)740-1408 or (360) 740-1480 TTY.

