

METRO WASTE AUTHORITY POSITION DESCRIPTION

SITE ENGINEER

Name: Department: Operations
Title: Site Engineer FLSA: Exempt
Date: May 2019 Reports To: Director of Operations

PURPOSE OF POSITION

Under the direction of the Director of Operations, manages the engineering and compliance programs. Provides direction and expertise to develop and maintain the data systems. Uses technical systems to provide continuous improvement to operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. Duties and responsibilities are listed to reflect a sense of key priority. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

ENGINEERING

1. Supervises Compliance Coordinator, Environmental Field Specialist, Technicians, and Engineering Interns.
2. Prepares and maintains environmental permits, plans, procedures, and manuals.
3. Develops, maintains, and supervises waste inspections and screenings. Reviews, approves, and denies special waste disposal applications.
4. Oversees environmental consultants, drillers and laboratories.
5. Provides analytical and technical support for projects and programs.
6. Assists preparation of annual operating budget and capital plan for all facilities.
7. Assists with identification and development of major capital projects, as well as coordinates construction development with engineer consultants on bids and adjustments to final design.

COMPLIANCE

1. Develops and maintains environmental monitoring, reporting, and compliance programs for facilities.
2. Manages the compliance calendar for all facilities. Performs internal environmental audits, recommending action or procedural changes and conduct follow-up with facility managers.
3. Develops the company's operational and safety training program.
4. Selects, procures, installs and maintains all environmental monitoring equipment.

DATA

1. Collects, interprets, and disseminates technical information and data.
2. Provides presentations, analysis, reports and recommendations to senior leadership and the Board of Directors.
3. Manages and administers GPS systems, SCADA and GIS computer programs.
4. Collects information to ensure environmental compliance with regulatory agencies for all ongoing operations and projects.

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OTHER

1. Maintains and updates plans, official operating records, major project documents, and permit correspondences.
2. Collaborates with personnel from the renewable energy plant on-site, regarding the gas collection system.
3. Acquires knowledge of latest technological developments and provides information to facility managers and staff with subject matter expertise in these areas.
4. Understands the EMS policy and what it means to MWA. Understands how position and job responsibilities impact the environment and what can be done to improve them. Recommends improvements through the Suggestion Box or to the EMS Core Team or the MWA Management Team in cases where the authority does not reside within this position to make improvements.
5. Demonstrates an understanding of MWA's values (Leadership, Integrity, Positivity, Teamwork, and Innovation) and applies them to the position, and assigned responsibilities, as well as to all interactions with customers and co-workers.
6. Perform other special projects, duties and responsibilities as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Position requires:

- Bachelor's of Science Degree in chemical, mechanical, civil, environmental engineering or related field.
- Six years of professional experience in the environmental field, including solid waste, air and/or water pollution control.
- Valid Iowa driver's license.
- Possession of an Iowa Professional Engineer's license preferred.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Physical Requirements

Position requires:

- Occasional reaching and handling of objects weighing (70) pounds, and lifting and carrying objects weighing up to (70) pounds.
- The ability to walk and stand on various surfaces including concrete and uneven and slippery terrain for prolonged periods.

Cognitive Demands

Position requires:

- Assignments will allow development of professional capabilities through applications of comprehensive and complex techniques, procedures, and criteria in performing sequences of related engineering tasks.
- Work assignments will require intensive and diversified knowledge of engineering principles and practices in the field of solid waste management.

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- Exercise good judgement on work details and making final selections and adaptations of engineering alternatives.
- Meet deadlines, set priorities, and make decisions on a variety of complex matters; coordinate a variety of activities and projects.
- Develop, implement, manage, and track multiple programs, and activities simultaneously.
- Knowledge of standard laboratory techniques and chemical characteristics necessary to make accurate identification and classification.
- Knowledge of environmental regulations and regulatory processes.
- Operate, inspect, and monitor environmental systems.
- Read, interpret, and write engineering reports.
- Maintain records and prepare reports and correspondence related to work.
- Strong writing and reporting skills.
- Extremely proficient with Microsoft Word, Excel, and Power Point.
- Research and evaluate information systems, software applications; adapt to changes in technology; retrieve data to prepare reports.

Language Ability and Interpersonal Communications

Position requires:

- Read and interpret regulations, permits, procedures, policies, contracts and related materials.
- Develop and maintain effective working relationships with department heads, MWA staff, consultants, and governmental regulatory agencies.
- Communicate effectively in both oral and written forms; explain technical concepts in non-technical terms to individuals and groups.
- Train employees with various education levels.

Environmental Adaptability

Position requires:

- Working primarily 75% inside and 25% outside. Outside subject to temperature extremes at various times of the year.
- Work outside sometimes involves undesirable conditions, including noise, dust, fumes, exposure to moving parts and equipment. There is ongoing exposure to toxic agents, potentially explosive or other unknown risks from incoming materials, and odors from solvents and other chemical products.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that the additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts, or hours outside the normally defined workday or workweek.

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Employee Signature

Date

Department Head

Date

Metro Waste Authority is an Equal Employment Opportunity Employer. In compliance with the Americans with Disabilities Act, Metro Waste Authority will provide reasonable accommodation to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.