



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: HAZARDOUS WASTE COORDINATOR

DEFINITION: Under direction, plans, develops and implements a household hazardous waste collection and disposal program and associated solid and hazardous waste minimization efforts.

REPORTS TO: Division Head

EXAMPLES OF DUTIES:

- Coordinates activities of South East Resource Recovery Facility (SERFF) and other City entities in the planning, development, review, monitoring, and evaluation of City and County hazardous waste and solid waste management policies and procedures;
- Works closely and coordinates efforts with Federal and State agencies and private organizations in the development of hazardous waste storage, disposal and recycling programs;
- Develops and implements a hazardous waste minimization and recycling program for businesses to ensure utilization of state-of-the-art technology for treatment and disposal of hazardous waste;
- Makes oral presentations;
- Prepares reports;
- Develops short and long range goals for hazardous and solid waste treatment and disposal;
- Develops and maintains a data and information system pertaining to household toxic programs and hazardous waste minimization and recycling technology;
- Represents the City at community meetings and public forums pertaining to household toxic programs;
- Acts as resource person for the City and private sector on technical and legal matters pertaining to household hazardous waste disposal programs and related issues;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

A Bachelor's Degree from an accredited college or university with major coursework in a physical or biological science;

Three years recent, full-time paid experience in a directly-related fields;

A valid California Certificate of Registration as an Environmental Health Specialist may be substituted for one year of the required experience; and

A valid motor vehicle operator license.

HAZARDOUS WASTE COORDINATOR (continued)

HISTORY:

Established 07/01/88

Approval/Adoption Dates: 01/03/90 - Human Resources Department
01/10/90 - Civil Service Commission