

REYNOLDS ELECTRICAL & ENGINEERING COMPANY, INC.

POSITION TITLE: Senior Waste Management Specialist

JOB CODE : 003081

DATE PREPARED : October 1, 1989

Revised: March 23, 1994

**SUMMARY STATEMENT**

The Senior Waste Management Specialist plans, coordinates, and directs a variety of complex technical, administrative, and operational tasks related to the management and disposal of waste materials.

**DIMENSIONS**

The incumbent has a contributory impact on the operating budget. The incumbent may have supervisory responsibility for exempt and nonexempt employees. This position reports to a section chief or department manager.

**NATURE AND SCOPE**

1. Monitors efforts of subordinates in waste management activities;
2. Evaluates the design and fabrication of equipment used in waste management activities by subordinate personnel;
3. Reviews and evaluates conclusions of studies conducted by other Waste Management Specialists and prepares formal reports on the validity and accuracy of the study;
4. Reviews waste management programs, lectures, and professional papers;
5. Provides professional consultation on technical problems to DOE and other DOE contractors as requested to provide timely problem resolution;
6. Analyzes unique problems in waste management activities and recommends solutions to management;
7. Maintains and improves knowledge of trends and developments in regulatory documents concerned with waste management activities through independent studies, seminars, classes, and collaboration with his/her peers;
8. May testify in court cases concerning cases of waste management;
9. Acts as the Waste Operations Department Manager in his/her absence;
10. Adheres to all Company EEO, affirmative action, environment, safety, health, quality assurance, and security programs;
11. Performs related work as required.

**ESSENTIAL JOB FUNCTIONS**

**Physical**

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of</i>

1. Frequent standing/walking in laboratory or occasionally out in field on all types of surfaces for short distances throughout shift;
2. Occasional-to-frequent sitting while working at a computer terminal or completing paperwork;

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3. Frequent lifting up to 20 pounds, carrying up to 20 feet;
4. Occasional pushing/pulling requiring force of 1 to 20 pounds while operating testing/laboratory equipment;
5. Occasional climbing stairs or step stool to reach some areas or upper shelves;
6. Occasional bending/twisting at waist/knees/neck while performing routine work throughout shift;
7. Constant use of both hands/arms in reaching/handling/grasping while operating equipment, keyboarding, recording data, etc.; may involve some overhead reaching;
8. Constant use of sight/hearing ability in operating testing equipment, preparing samples, recording test results, and maintaining a safe work environment; visual requirements include color vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
9. Constant use of speech abilities in communicating with all levels of customers and coworkers.

### **Mental**

1. Constant mental alertness, attention to detail, and high degree of accuracy required in sampling, testing, operating, and calibrating equipment to exact specifications and maintaining a safe work environment;
2. Must possess excellent oral/written communication skills to communicate effectively with other department staff and assigned technicians, record data accurately, read/write/understand technical procedures/journals/manuals, etc.;
3. Must possess excellent mathematical skills in order to make necessary calculations;
4. Must be able to follow oral and written procedures; use reasoning and problem-solving skills; and apply knowledge, experience, and judgement to evaluate and interpret data;
5. Must be able to follow multiple tasks and complete all assignments within required time frame to exacting specifications;
6. Must be able to deal with pressures of deadlines and multiple tasks;
7. Must possess excellent leadership/training skills in order to provide instruction and guidance to assigned technicians in a positive and effective manner.

### **PRINCIPAL CONTACTS**

The incumbent maintains contact with the Waste Operations Department Manager, DOE, contractors, and professionals inside and outside the Company.

### **WORKING CONDITIONS**

General office conditions exist most of the time, however, trips to the field may expose the incumbent to adverse weather conditions and a variety of construction, radiation, and hazardous material hazards.

### **REQUIRED WORK EXPERIENCE**

This position requires seven years of experience in waste management or a related area. Experience in the management of technical projects and personnel and preparation of technical and management documents and reports is desirable.

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### **REQUIRED TRAINING**

This position requires a master's degree in the natural sciences, health physics, industrial hygiene, engineering, computer sciences, management, a closely related field, or equivalent experience.

### **OTHER SPECIAL QUALIFICATIONS**

Training and experience in DOE project management is preferred. This position requires mastery of theoretical and experimental science and engineering practices as obtained through an advanced degree or equivalent experience in the area of expertise and a significant background in research, development, testing, and evaluation. Knowledge of advanced technology in the field of waste management is required. The incumbent must have published at least two professional papers in a scientific journal besides a master's thesis or a dissertation or present two papers on an applicable topic at professional or DOE-sponsored symposiums/conferences.