

ENVIRONMENTAL ASSISTANT

The purpose of this job description is to outline the responsibilities and obligations of the position of NTSWA Environmental Assistant, define areas to be reviewed during the performance evaluation by the Environmental Manager and to list minimum qualifications necessary to fill this position. Some direction will come from the Assistant Landfill Technician.

RESPONSIBILITIES

In summary, the Environmental Assistant is to aide and assist in the review and evaluation on a continuous basis the NTSWA's various programs, facilities, their design and function, equipment and short/long term plans and goals and work with the Environmental Manager on the same. The Environmental Assistant will review and assist in preparation, as directed by the Environmental Manager, facility designs, bid documents; review bid submissions and hired consultant work; make recommendations as to equipment, facilities, designs, programs and overall NTSWA performance in fulfilling its responsibility. The Environmental Assistant shall assist in ensuring the NTSWA compliance with Pa Dept of Environmental Resources, Bureau of Waste Management (PaDEP) and other agencies regulations as well as compliance with approved plans, drawings and programs as approved by the regulatory agencies. Successful interaction with the Authority's administrative staff, employees, outside consultants, NTSWA Board Members and public is required.

SPECIFIC DUTIES

The NTSWA Environmental Manager is the primary source of instruction to the Environmental Assistant with some oversight and directions from the Assistant Landfill Technician. The Environmental Assistant shall report directly to the Environmental Manager.

In addition to the "summary" responsibilities the Environmental Assistant shall be required to perform and interact with the following tasks/programs.

1. Assist in keeping the NTSWA Chartering County Commissioners, Municipalities and their respective organizations informed of the NTSWA programs, goals, facilities, and progress as directed by the Environmental Manager.
2. Assist in the annual preparation of work programs, long range goals and objectives; budgetary needs including project expenses and income for the NTSWA's various programs.
3. Develop a good working and productive relationship with the PA DEP, especially the Bureau of Waste Management as well as other Bureaus with which the NTSWA deals with through its various programs and facilities.
4. Research and develop accurate construction costs for materials, time, and activities. Utilizing construction/design drawings for various projects, develop necessary and accurate material quantities as to type and design quality.
5. Become familiar with all PA DEP regulations as they pertain and regulate to the NTSWA's current and future projects and facilities including but not limited to Bureau of Waste Management, Bureau of Air Quality, Bureau of Water Quality, Bureau of Dams and Waterways as well as others.
6. Assist as construction inspector on various projects undertaken by the NTSWA as directed by the Environmental Manager.

7. Become familiar as to the equipment, rolling stock, and construction equipment owned, leased, rented and/or utilized by the NTSWA. Familiarity shall include use and limitations of the equipment.
8. Assist the NTSWA in maintaining costs and operations expenses within budgetary constraints.
9. Maintain successful and productive interaction with the Executive Director and Management Team as well as administrative and supervisory staff.
10. Assist in and/or wholly prepare "Grants", bid documents, public notices or other materials as directed by the Environmental Manager. Distribution of these documents shall be done only after approval by the Environmental Manager and Executive Director.
11. Perform surveys for elevations, construction, volume and mass calculations, utilizing existing and future surveying instruments.
12. Perform duties in an outdoors environment regardless of weather as required.
13. Travel between NTSWA facilities and operations throughout the NTSWA service area. Be able to attend evening meetings and weekend events.
14. Assist with performing environmental monitoring as designated by the Environmental Manager and PA DEP at all NTSWA facilities.
15. Assist with maintaining residual waste files and notification.
16. Maintain and file ACT 101 fees.
17. Work with employees of the Leachate Treatment Plant, Landing, and Site Maintenance Crew.
18. Maintain, wear, and replace when required ALL safety equipment issued by the NTSWA for carrying out of work responsibilities. These include but are not limited to: ear protection, eye protection, dust masks, gloves, ect.
19. Assist with Form U's as needed.
20. Assist in the gas field as needed including but not limited to tuning, maintenance/troubleshooting, help with surface emissions and probes.
21. Work in and learn the Leachate Treatment plant as needed including call-ins and weekend rotations. This position may fill for the Leachate Treatment Plant Operator when off.
22. Assist with Act 90 stickers as needed.
28. Adhere to all policies and procedures set forth by the Northern Tier Solid Waste Facility including the Code of Employee Conduct and Code of Ethics.
29. Complete other duties as required by the Executive Director or as assigned.

QUALIFICATIONS AND REQUIREMENTS

1. Two year Associates Degree in Engineering in the field of civil, environmental, waste or closely related field and aligned duties under Job Description. Four-year Degree preferred. Or an acceptable level of education and work experience.
2. Prefer experience in an engineering type of environment with hands on experience with projects (preferably Waste Management Field).
3. Some knowledge of PA DEP regulatory laws pertaining to Waste Management Operations.
4. Prefer Wastewater Certification. Ability and willingness to obtain accepted.

5. Requires medium to heavy physical strength and must be in good physical condition, able to work in all types of weather conditions, odorous environments, and rigorous physical labor conditions.
6. Physical demands require frequent sitting, standing, walking, talking, hearing, and eye/hand/foot coordination with occasional lifting, carrying, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, and reaching.
7. Pennsylvania Drivers License and ability to successfully meet the NTSWA Motor Vehicle Record check criteria
8. Must be able to pass pre- employment drug and alcohol testing and random, reasonable s suspicion, and post-accident testing after employment.
9. Proficient in computer usage and the use of other office equipment; fax machine, ect.
10. Ability to proficiently operate surveying equipment.
11. Excellent communication skills, highly reliable and able to get along with fellow employees, customers and visitors.
12. Must have the ability to take direction and work within a team as well as independently.
13. Must have strong organizational skills, time management skills and the ability to multitask.
14. Must be able to handle the stress of working in a fast-paced office setting while simultaneously completing tasks.
13. Work independently and follow through on assignments with minimal directions.
14. Respect confidentiality.

Date Reviewed with employee: _____
 Employee Signature: _____
 Manager Signature: _____

** At will employment status: This job description is not intended in any way to create, and does not create, a durational term of employment or an employment contract, express or implied, between the employee and the Northern Tier Solid Waste Authority. Nor does it limit or restrict NTSWA with respect to the creation or termination of relationships with its employees. As an employee-at-will, employment with NTSWA may be terminated at any time, with or without cause and without notice by the employee or the NTSWA.
 Created March 2023