

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Postclosure Environmental Systems Specialist	Job Family: 6
General Classification: Front-Line	Job Grade: 26

Definition: To provide technical supervision over assigned landfill postclosure systems maintenance personnel; to comply with all requirements dictated by Federal, State, and local agency regulatory programs; and to perform skilled monitoring and maintenance work in assigned areas of responsibility, including: landfill cap; flare and compressor stations; landfill gas wells and pumps; condensate/leachate collection; compressed air distribution system; and perimeter probes and trenches.

Distinguishing Characteristics: This is the advanced journey-level class in the Postclosure Environmental Systems Technician series. Positions at this level are distinguished from other classes within the series by the higher level of responsibility and increased technical complexity of duties assigned. Besides performing the most difficult types of technical operation and maintenance duties assigned to classes within this series, the Postclosure Environmental Systems Specialist provides technical supervision to assigned staff. Employees at this level are required to be fully trained and knowledgeable in all procedures related to assigned areas of responsibility, and continue to receive advanced training in new field-monitoring and control techniques and use of testing equipment. This position is not flexibly staffed.

Supervision Received and Exercised: Receives direction from an assigned supervisor and exercises technical supervision over assigned landfill postclosure systems personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Provide technical training, assistance, and supervision to assigned landfill postclosure systems personnel; review quality of work to verify operations and systems meet regulatory requirements; and instruct as needed when additional training is required.
2. Assist in developing work plans, procedures, and schedules related to landfill postclosure systems and landfill cap preventative maintenance and repair.
3. Ensure required preventative maintenance is performed according to standard operating procedures and documented by all landfill postclosure personnel when working on or operating any equipment, machinery, and control systems related

Position Title: Postclosure Environmental Systems Specialist

Page 2 of 4

to flare and air compressor stations, microturbines, generators, landfill gas collection, and leachate/condensate collection systems.

4. Calibrate all monitoring and recording equipment, including lower explosive limit (LEL) sensors located in all buildings within Shoreline at Mountain View, in conformance with standard operating procedures.
5. Clean, repair, and adjust electrical control systems, mechanical equipment, pneumatic pumps, and various sophisticated electronic instrumentation, including SCADA components, Electronic Chart Recorders, and LEL sensors; read as-builts and site plans for troubleshooting when necessary.
6. Inspect construction and other projects at Shoreline affecting landfill postclosure systems and compile field data for final as-built drawings using Geographical Positioning System (GPS) technology.
7. Work with and provide supporting documentation to the Wildlife Preservation Coordinator for completion of the burrowing owl monitoring regulatory forms required by Federal and State regulations.
8. Assist other City staff at Shoreline at Mountain View and contractors working on-site concerning locations of landfill gas control and monitoring systems.
9. Coordinate and train staff on performing emergency repairs.
10. Perform and ensure adjustments to postclosure systems are appropriate and correct.
11. Assist in ordering supplies and equipment for work projects, maintain receipts of purchases, and process payments once supplies are acquired.
12. Assist in developing budget estimates for new and/or replacement equipment.
13. Collect and input landfill postclosure system data into computerized files and systems, and perform data queries.
14. Maintain and repair tools and equipment.
15. Assist in planning and implementing projects related to gas systems, groundwater pumps, and landfill cap.

Position Title: Postclosure Environmental Systems Specialist

Page 3 of 4

16. Assist the Community Services Department and Public Services Division on pipeline systems repairs.
17. Maintain log of daily activities; produce reports using database programs, Excel, Word, GPS Pathfinder, and various software packages.
18. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of reviewing and evaluating others' work; principles and practices of landfill gas, air and leachate systems, and flare and compressor stations, including electrical systems; equipment related to landfill postclosure system maintenance; principles and practices of safety related to areas of assignment; landfill gas, leachate, trenching, shoring, and electric and pneumatic equipment; working in potentially hazardous environments; pertinent department or division rules and procedures; pertinent traffic laws related to areas of assignment.

Ability to: Assign and review the work of others; operate equipment skillfully and safely; perform complex landfill postclosure system maintenance duties; perform heavy manual labor; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Four years of experience in landfill gas system operation and maintenance and a minimum of one year in a senior lead position. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid Class C California Driver License, MOLO certification (Manager of Landfill Operations) issued by the Solid Waste Association of North America (SWANA), 40-hour Hazardous Waste Operations and Emergency Response Standard (HAZWOPER) certification, Excavation Competent Person certification, and HAZWOPER supervisor certification within six months of appointment.

Position Title: Postclosure Environmental Systems Specialist

Page 4 of 4

Working Conditions: Preemployment and periodic respiratory examinations are required for this classification.

Established: October 2003

Revised: August 2016

HRD/CLASS SPECS

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