



**HUMBOLDT WASTE  
MANAGEMENT AUTHORITY**

Invites Your Application For  
**Director of  
Environmental Health and Safety**

*Final Filing Date: February 16, 2018*

## **Humboldt County, California**

Qualified candidates are invited to apply for the position of Director of Environmental Health and Safety for the Humboldt Waste Management Authority, located in Eureka, Humboldt County, California.

Humboldt County is located in the heart of northern California's coastal redwood region. The Redwood Coast is a paradise for all outdoor activities, including hiking, backpacking, fishing, river rafting, kayaking, and more. The County's two million acres include hundreds of streams and lakes, as well as county, state and national parks, beaches and campgrounds. Humboldt State University and College of the Redwoods provide excellent educational opportunities, as well as a variety of culturally enriching activities.

Eureka, the County seat and home of the HWMA office, is located 275 miles north of San Francisco, and overlooks historic Humboldt Bay. Humboldt County is an ideal area for individuals and families who seek a relaxed pace of life. With moderate weather all year round and a lively local arts scene, Humboldt County offers the best of community living, without the stress and burdens of the more urbanized areas of California.

## **The Humboldt Waste Management Authority**

The Humboldt Waste Management Authority was formed in 1999 as a Joint Powers Authority, whose member agencies include the cities of Arcata, Blue Lake, Eureka, Ferndale, Rio Dell and the County of Humboldt.

Currently the HWMA owns and operates the Hawthorne Street Transfer Station, which includes the Tip Floor, the Eureka Recycling Center, and Household Hazardous Waste Facility, and the certified closed Cummings Road Landfill as well as several improved and unimproved properties. Member agencies direct their respective franchise solid waste haulers to deliver curbside collected solid waste to the Authority, or to one of HWMA's contracted satellite facilities, so that material can be transported and disposed of at the Dry Creek Landfill outside of White City, Oregon. Other materials are collected and transported to processors in a similar manner.

The HWMA is currently engaged in long-term financial and operational master planning, including land use for recently acquired forest properties adjacent to the Cummings Road Landfill. The Director of Environmental Health and Safety is expected to assist in the development of several key components of this master plan and ensure compliance with local, state, and federal permit requirements for all HWMA facilities.

## **Director of Environmental Health and Safety Scope of Work**

The Director of Environmental Health and Safety is responsible for the following functions:

- Regulatory compliance management of the Hawthorne Street Transfer Station, Cummings Road Landfill, and the surrounding forest properties owned by HWMA;
- Overseeing environmental and safety compliance;
- Management of the Household Hazardous Waste program;

- Maintenance, compliance, and reporting duties for all HWMA environmental permitting needs, including Solid Waste Permits, NPDES, Industrial Storm Water and Industrial Discharge Permits

The ideal candidate will have the:

Ability to develop and implement goals, objectives, policies, procedures, work standards, and internal controls; ability to establish cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and member agencies.

### **Compensation**

The salary for this position is **\$69,227.81 to \$84,146.83** DOQ and an excellent benefits package including CalPERS retirement, medical, dental, vision, vacation, generous holiday benefits, management leave, and sick leave.

### **Application and Selection Process:**

Please submit a completed application, resume, cover letter, and six work-related references to:

Jill Duffy  
Executive Director  
Humboldt Waste Management Authority  
1059 West Hawthorne Street  
Eureka, CA 95501

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be scheduled for initial interviews. All offers of employment will be based upon the successful completion of a comprehensive reference and background check.

**FINAL FILING DATE: Friday, February 16, 2018; Anticipated Start date is dependent on availability of the successful candidate.**



**HUMBOLDT WASTE MANAGEMENT AUTHORITY**  
**1059 W. HAWTHORNE STREET**  
**EUREKA, CA 95501**  
**(707) 268-8680**  
**www.hwma.net**



**EMPLOYMENT APPLICATION FOR: Director of Environmental Health and Safety**

**THIS APPLICATION IS NOT AN EMPLOYMENT CONTRACT** but is merely intended to evaluate suitability for employment. It is our policy to provide equal opportunity for employment to all qualified persons without discrimination on the basis of sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law. For certain jobs with special needs, the Authority has a policy of requiring a physician's physical fitness exam, together with urine drug testing of persons who have been offered employment. Individuals who are determined by the physician not to be physically fit for duty, or who test positive for controlled substances, will not be employed. If you have reason to believe that you will not pass a physician's physical examination, or will test positive for the presence of controlled substances, or if you are unwilling to consent to such an examination or test if offered employment for a job requiring the examination and testing, it is recommended that you not submit an application.

**PERSONAL INFORMATION**

1. Name (Last, First Middle)		2. Driver's License (State & Number)	
3. Address (street address)		4. Home Telephone Number ( ) -	5. Alternate Phone Number ( ) -
(City, State, Zip)		6. E-mail address	
7. Are you capable of satisfactorily performing the essential job duties required of the position for which you are applying? <i>If no, list any functions you cannot perform under Item 17.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	12. How many days of work have you missed in the last three years due to reasons other than paid holidays and vacation?	2015 _____ 2016 _____ 2017 _____
8. If hired, can you furnish proof that you are over 18 years of age?	Yes <input type="checkbox"/> No <input type="checkbox"/>	13A. Do you have adequate transportation to/from work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
		13B. Do you have a valid Driver's License?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Have you previously worked for Humboldt Waste Management Authority? <i>If yes, in Item 17 list department, position and dates of employment.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	14. Have you ever pled guilty or "no contest" to, or been convicted of, a misdemeanor or felony? (A conviction will not necessarily disqualify an applicant for the job applied for. The nature of the offense, the date of the offense, the surrounding circumstances and the relevance of the offense to the position(s) applied for will be considered).	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Do you have any gaps in your employment history? <i>If yes, explain in Item 17 below.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
11. Have you ever been discharged or forced to resign from any job? <i>If yes, explain in Item 17 below.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>	15. Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <i>If yes, please give date(s) and details in Item 17.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

16. **Are you prevented from lawfully becoming employed in this country because of visa or immigration status?** (proof of citizenship or immigration status will be required upon employment) Yes  No

NOTE: Do not include minor traffic infractions, and convictions for which the record has been sealed or expunged, any conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed, referrals to and participation in any pretrial or post trial diversion programs, and marijuana-related offenses that occurred over two years ago in answering these questions.

17. Use this space to explain any of the above questions. Attach additional 8 1/2" by 11" sheets if needed.

**EDUCATION**

School Level	Names and Location of School Attended	Graduated		Major Subject/Degree Received
		Yes	No	
High School		<input type="checkbox"/>	<input type="checkbox"/>	
College		<input type="checkbox"/>	<input type="checkbox"/>	
Other		<input type="checkbox"/>	<input type="checkbox"/>	

**EMPLOYMENT HISTORY**

List your current and former employers for the past three (3) years, starting with the most recent. If you need additional space, please continue on a separate sheet of paper.

Date of Employment Month/Year      Month/Year /      TO      /	Employer  May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address      City      State, Zip	Name While Employed Here
Salary \$      per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

Date of Employment Month/Year      Month/Year /      TO      /	Employer  May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address      City      State, Zip	Name While Employed Here
Salary \$      per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

Date of Employment Month/Year      Month/Year /      TO      /	Employer  May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No	Title of Your Position
Hours Worked Per Week	Address      City      State, Zip	Name While Employed Here
Salary \$      per	Supervisor's Name and Phone Number	Reason for Leaving

Duties:

**TRAINING AND CERTIFICATION**

Subjects of special study or research work:

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Special Training or Qualifications:

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Activities (Civic, Athletic, Etc.)

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You may exclude membership which would reveal sex, race, color, religion, age, marital status, national origin, citizenship, disability, veteran status, or any other status protected under State or Federal law.

## REFERENCES

Provide the names of three persons, not related to you, whom you have known at least one year.

Name	Address	Telephone #	Years Acquainted

PLEASE CHECK whether there is any issue(s)/incident(s) which occurred during your current or former employment that you think may impact HWMA's decision to hire you.

- Yes. There is an issue(s)/incident(s) that may impact HWMA's hiring decision.
  
- No. There is no issue(s)/incident(s) that may impact HWMA's hiring decision.

PLEASE TAKE NOTICE that if you do not disclose an issue/incident, and HWMA later discovers you did not disclose such issue, the HWMA MAY REJECT YOUR APPLICATION if the employer believes that the issue/incident should have been disclosed.

Please explain any issue below:

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### APPLICANT'S STATEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I UNDERSTAND THAT HWMA MAY REJECT MY APPLICATION IF IT DISCOVERS AN ISSUE(S)/INCIDENT(S) WHICH OCCURRED DURING MY CURRENT OR FORMER EMPLOYMENT, AND I DID NOT DISCLOSE SUCH ON THIS JOB APPLICATION. I ALSO UNDERSTAND THAT ANY FALSE, INCOMPLETE, OR INCORRECT STATEMENTS MAY RESULT IN MY DISQUALIFICATION FROM THE APPLICATION PROCESS OR DISMISSAL FROM EMPLOYMENT WITH HWMA.

I UNDERSTAND AND ACKNOWLEDGE THAT, IF HIRED, MY EMPLOYMENT RELATIONSHIP WITH HWMA WOULD BE OF AN "AT-WILL" NATURE, WHICH MEANS THAT THE EMPLOYEE MAY RESIGN AT ANY TIME AND HWMA MAY DISCHARGE THE EMPLOYEE AT ANY TIME WITH OR WITHOUT CAUSE. IT IS FURTHER UNDERSTOOD THAT THIS "AT-WILL" EMPLOYMENT RELATIONSHIP MAY NOT BE CHANGED BY ANY WRITTEN DOCUMENT OR CONDUCT UNLESS AN AUTHORIZED EXECUTIVE OF HWMA SPECIFICALLY ACKNOWLEDGES SUCH CHANGE IN WRITING.

Signature of Applicant (required):

Date:

**AUTHORIZATION FOR BACKGROUND INVESTIGATION**  
(Applicant to Complete and Return)

I, \_\_\_\_\_, hereby authorize Humboldt Waste Management Authority (HWMA) and Pre-Employ.com to obtain a "background investigation report" as part of its pre-employment background check. I understand that this background investigation report addresses the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;
- Credit worthiness, credit standing and credit history.

I further authorize all my previous employers, educational institutions and consumer reporting agencies to provide such information about me to HWMA or any other entity that obtains information for HWMA. I release all respondents from any liability for releasing information.

I understand that HWMA and its agents are not responsible for the accuracy or completeness of the information contained in any background investigation report. I release HWMA and its agents from all liability, claims and lawsuits with respect to the information obtained from any or all of the sources consulted in the investigation.

I understand that I will receive a free copy of any background investigation and/or consumer report requested by HWMA. (Check the box below if you would like a copy of the report sent to you.)

This authorization in original or copy form shall be valid for one year from the date indicated next to my signature. According to the Fair Credit Reporting Act and the California Investigative Reporting Agencies Act, I will be notified by HWMA if employment is denied because of information obtained from a Consumer Reporting Agency. Additionally, I understand that pursuant to the Fair Credit Reporting Act, if requested within 60 days, I will be given full disclosure as to the nature and substance of all information provided to HWMA.

I understand that this authorization is not an offer for employment by HWMA, and that any false or misleading information I have provided to HWMA may result in a refusal to hire, promote, reassign or continue employment. I have received and read the attached disclosure regarding HWMA's right to obtain a background investigation report for employment purposes, and I authorize HWMA to obtain such a report.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Print Name

- Yes, I wish to receive a copy of any background investigation report requested about me by the HWMA.



**DISCLOSURE REGARDING BACKGROUND INVESTIGATION  
(Applicant to Retain Disclosure)**

PLEASE BE ADVISED THAT Humboldt Waste Management Authority (HWMA) may obtain a “background investigation report” (sometimes called a “consumer report” or an “investigative report”) about you as part of its pre-employment background check of your application for employment. HWMA may obtain a background investigation report on all final applicants for the position you have applied for in order to assist it in making its hiring decisions. HWMA has an outside investigation company, Pre-Employ.com, Inc., conduct the investigation and prepare the report. This background investigation report may include, in whole or in part, information about your character, general reputation, personal characteristics, and mode of living, including information about the following subjects:

- Work history;
- Educational history;
- Court records, including criminal conviction records as permitted by law;
- Driving history, if job related;
- Employment references from professional and personal associates, obtained from personal interviews;
- Credit worthiness, credit standing and credit history.

If you wish HWMA to consider you for employment, please sign the attached authorization, which authorizes HWMA to obtain this background investigation report.





## **JOB DESCRIPTION**

### **Director of Environmental Health & Safety**

#### **SUMMARY**

This is a full-time, exempt position with administrative, supervisory, planning, and reporting responsibilities. Under broad supervision and direction from the Executive Director, this position assists in the administration and coordination of environmental health and safety activities related to HWMA operations and facilities. The Director of Environmental Health & Safety (EH&S) is responsible for regulatory compliance management of the Hawthorne Street Transfer Station, Cummings Road Landfill, and the surrounding forest properties owned by the Authority. In close coordination with the Director of Finance & Administrative Services and the Director of Operations, this position is responsible for overseeing environmental and safety compliance; household hazardous waste program, emergency operation planning and assists in the development and implementation of project master planning; develops, administers and monitors budgets, and landfill post-closure related activities.

The Director of Environmental Health & Safety supervises division staff; trains Authority employees, evaluates performance and recommends discipline of employees to the Executive Director. The Director of Environmental Health & Safety also facilitates cooperative relationships with the directors of Operations and Finance and Administrative Services, agencies; helps plan and coordinate events; and manages environmental and safety compliance reports related to the operations of the Authority.

#### **SUPERVISION RECEIVED AND EXERCISED**

The Director of Environmental Health & Safety reports to the Executive Director and supervises compliance, Household Hazardous Waste, Landfill staff, the Compliance Officer, and consultants and contractors. The Director assists the Executive Director in managing the general compliance and related operations of the Authority and implementing policies of the Board. The Director of Environmental Health & Safety may be assigned to act as Executive Director during his or her absence.

#### **TYPICAL DUTIES**

##### **Environmental Health/Compliance**

- Assists in planning, organization and implementation of master plans, projects and contracts.
- Maintains environmental permitting of all Authority services, and ensures compliance monitoring and reporting (i.e. Solid Waste Permits, NPDES, Industrial Storm Water and Industrial Discharge Permits).
- Develop basic familiarization with the Non-Industrial Timber Harvest Permit and supervise registered professional forester consultant.

- Demonstrate continuous effort to improve operations and ensure environmental compliance of the facilities
- Coordinates sampling and monitoring activity as required for regulatory compliance
- Coordinate necessary investigations and recommendations for compliance purposes.
- Work with the Executive Director, Director of Finance & Administration Services and Operations Manager and all non-management staff to maintain facility compliance documentation and reporting systems.
- Design and prepare periodic compliance reports required by HWMA procedures or regulatory agencies.
- Evaluate and recommend strategies to incorporate in-house preparation and submittal reports to meet regulatory monitoring and reporting requirements.
- Work with the Director Finance and Administrative Services to develop and maintain effective electronic and paper filing systems that comply with program and audit requirements.

### **Safety**

- Serves as the Authority's emergency management coordinator.
- Oversees the Household Hazardous Waste operations and compliance.
- Prepare and maintain safety plans and OSHA compliance.
- Performs Safety and compliance audits; conducts investigations with recommendations to the Executive Director.
- Coordinates employee HAZWOPER health evaluations, physicals and appointments; maintains records.
- Training of Authority employees in proper safety practices and procedures.
- Maintains training records.

### **Other Duties**

- Assist the Executive Director in preparing reports and recommendations for the Board of Directors, and implementing approved projects and policies.
- Answer questions from the public regarding Authority functions and policies.
- Assist in the development and monitoring of the annual operating budgets
- Attend Board meetings; and other related events, as requested.
- Manage consultant and service contracts.
- Supervise staff and contractors.
- Evaluate employee performance.
- Assist in implementation of personnel policies.
- Assist with Construction permitting
- Recommend equipment purchases.
- Coordinate compliance with Local and State regulatory agencies.
- Perform all other duties as assigned by the Executive Director.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles and practices of employee supervision, including selection, training, work evaluation, and discipline.
- Methods, tools, and equipment used in compliance monitoring and BMP's
- Integrated Waste Management Act and household hazardous waste regulations.
- Environmental and safety regulations related to the operations of the Authority.

- Regulatory permitting structures.
- Relevant codes, policies, and regulations.

**Skill in**

- Ability to direct the work of others, ability to establish and maintain effective working relationships with other managers, employees, other agencies, vendors and general public.
- Ability to work independently, and prioritize responsibilities and duties.
- Critical thinking and solutions oriented.
- Ability to prepare and maintain accurate written records and reports.
- Ability to develop and interpret plans, maps, specifications, and manuals.
- Understand budget preparation and implementation.
- Ability to interpret and apply laws, regulations, policies and procedures.
- Ability to exercise sound judgment within the constraints of general policy guidelines.
- Strong oral and written communication skills.

**EXPERIENCE AND EDUCATION**

- A Bachelors, or higher, degree in Engineering, Geology, Environmental Science or related field, or a comparable regime of education and experience in solid waste or municipal activities.
- Three years experience in management with at least two years in a supervisory capacity.
- Project Master Planning and Implementation.
- Forty hours hazardous waste training.

**SPECIAL QUALIFICATIONS AND/OR LICENSES**

- Must have valid California drivers' license.
- Must be willing to respond to emergencies during off-hours as required.