

Northeast Maryland Waste Disposal Authority

Operations Inspector Project Management

The Northeast Maryland Waste Disposal Authority is seeking to fill an Operations Inspector position on its project staff. The Authority assists its members with solid waste disposal, recycling and renewable energy needs. The Authority's mission is to plan and develop systems that meet the highest environmental standards while providing the most efficient and reliable waste management services possible. The Authority has eight members: Anne Arundel, Baltimore, Carroll, Frederick, Harford, Howard and Montgomery Counties and Baltimore City ("Member Jurisdictions"). The Authority has developed and continues to manage several large waste projects including three waste-to-energy facilities and one sewage sludge composting facility. For additional information visit our website at www.nmwda.org.

The project staff of the Authority is responsible for managing Authority project contracts and interfacing with its contract operators and with the Member Jurisdictions. Responsibilities include contract compliance, performance review, permit compliance review and on-site inspections. All duties must be performed in accordance with the applicable contracts, laws, permits and codes.

The Operations Inspector will be stationed primarily at the Montgomery County Transfer Station, located at 16101 Frederick Road, Derwood, MD 20855. However, the position will require travel to the Authority's office in Baltimore and the Montgomery County Resource Recovery Facility, located at 21204 Martinsburg Road, Dickerson, MD 20842, as needed.

The primary duties of the Operations Inspector are as follows:

- Work with the County's Program Manager I (Safety and Environmental Compliance Manager) to verify the occupational health and safety, and overall permit environmental compliance of the facility, communicate with various staff and regulators as required, and manage contracts (or assist the Authority and/or County in the maintenance of their contracts) related to occupational health and safety, and environmental compliance. More specifically, the inspector shall:
 - Review operator's fire safety equipment inspection reports and verify compliance with the operations contract and County Code.
 - Inspect the site and operations of the Authority's contractor to verify conformity with requirements of the Authority's operations contract for the applicable site.
 - Verify that workmanship, materials and equipment installed/operated by the contractor meet or exceed the requirements of the specifications of the contract.
 - Review operating permits and verify that the operator is complying with the permits. Assess the safety, environmental and health hazards of the public and commercial contract areas; assist the Operator and County to develop approaches to minimize safety, environmental and health hazards in public use areas.
 - Provide detailed inspection plans, daily diaries, and inspection reports.
 - Other inspector duties as necessary

Minimum qualifications needed to fill a project staff position are:

1. Strong communication skills, both oral and written.
2. A minimum of 5 years as a recent operations inspector or operations contract management, specifically in occupational health and safety and/or environmental compliance. In other words, demonstrated experience with applicable County, State and Federal, Occupational Safety and Health (OSH) and environmental regulations at a facility like the Transfer Station.
3. Knowledge of Microsoft Word or similar word processing programs.
4. Capable of creating and maintaining spreadsheets using Microsoft Excel or similar spreadsheet programs to track inspection activities.
5. Bachelor's degree in Engineering, Environmental Science, Quality Management related relevant industries preferred.
6. Experience with solid waste management and transfer station operations is preferred.

Please be advised that candidates are required to take an Excel spreadsheet test and a writing test. The Excel spreadsheet test will require the creation of a spreadsheet based on a written description of a potential project and the questions that need to be answered to determine whether or not the project will be successful. The written test, to be completed using Word, will require the drafting of a letter based on presenting suggestions of ways to improve a project and a description of follow-up resources needed to support the suggestions. The output of the written test will be reviewed for grammar, spelling, organization and clarity.

Salary Range is between \$65,000 to \$75,000, depending on qualifications and experience.

Benefits offered include medical, dental, vision and partial tuition reimbursement. Vacation is earned on an accrual basis and will start at 10-days per year. Sick leave is also earned on an accrual basis, starting with 15-days per year. The Authority is part of the Maryland State Pension System, Supplemental Retirement Plans, Health Benefits and State Credit Union.

Submittal requirements: A résumé along with a cover letter describing how your education and/or experiences relate to the skills that are needed to become a part of the Authority's project staff.

Mail, fax or e-mail résumé and cover letter to:

Ms. Kimberly Gordon, Esq.
Director of Administration and Contracts
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