

WASTE MANAGEMENT SPECIALIST

June 22 & 23, 1995

The Waste Management Specialist plans, implements, and coordinates comprehensive waste management systems to maximize waste prevention, reuse, and recycling opportunities.

- **Category A. Analyzing/Auditing Waste Streams**
 - A-1 Acquire knowledge of industry-specific waste streams
 - A-2 Identify wastes
 - A-3 Quantify wastes
 - A-4 Evaluate waste management options
 - A-5 Recommend waste management techniques and strategies

- **Category B. Managing Waste Streams**
 - B-1 Establish goals and objectives
 - B-2 Plan programs
 - B-3 Implement programs
 - B-4 Maintain records
 - B-5 Evaluate programs

- **Category C. Managing Collection/Processing Systems**
 - C-1 Develop a collection/processing strategy
 - C-2 Research waste management equipment options
 - C-3 Determine specifications for collection/processing equipment
 - C-4 Implement a collection/processing system
 - C-5 Ensure a safe work environment
 - C-6 Operate/maintain equipment

- **Category D. Determining/Developing Markets**
 - D-1 Acquire knowledge of markets and recovered materials
 - D-2 Investigate marketplace standards for recovered materials
 - D-3 Seek markets for recovered materials
 - D-4 Match recovered materials with end users
 - D-5 Maintain vendor liaison
 - D-6 Maintain supply/demand statistics

- **Category E. Ensuring Regulatory Compliance**
 - E-1 Identify applicable regulations
 - E-2 Interpret regulations
 - E-3 Propose internal policy
 - E-4 Comply with regulations (e.g., local, state, federal)
 - E-5 Educate employees/public
 - E-6 Maintain records
 - E-7 File reports
 - E-8 Conduct/participate in audits and inspections
 - E-9 Implement corrective actions
 - E-10 Keep current on regulatory environment

- **Category F. Administering Contracts, Grants, And Budgets**

- F-1 Determine scope of work
- F-2 Prepare documentation for contracts, grants, and budgets
- F-3 Assess liability
- F-4 Negotiate terms
- F-5 Monitor for compliance
- F-6 Provide reports
- F-7 Regularly review contracts, grants, and budgets

- **Category G. Developing Public Relations And Education Programs**

- G-1 Assess audience
- G-2 Establish media relations
- G-3 Develop and conduct surveys and studies
- G-4 Develop educational materials for internal/external use
- G-5 Inform/educate customer on waste management issues
- G-6 Present information (e.g., displays, tours, speeches, trade shows, schools)
- G-7 Facilitate public forums

- **Category H. Establishing Partnerships**

- H-1 Develop and maintain external/internal networks
- H-2 Facilitate information exchange
- H-3 Coordinate programs among public/private partners
- H-4 Provide technical and financial assistance
- H-5 Participate in local, state, and national organizations
- H-6 Encourage and participate in mentoring

- **Category I. Supervising Employees/Volunteers**

- I-1 Implement management's philosophy
- I-2 Define goals (e.g., safety, production, costs)
- I-3 Assign duties
- I-4 Conduct training
- I-5 Provide support/guidance
- I-6 Resolve conflicts/problems
- I-7 Maintain records
- I-8 Evaluate performance

- **Category J. Participating In Professional Development Activities**

- J-1 Participate in local, state, and national organizations
- J-2 Read professional journals
- J-3 Attend seminars and continuing education courses
- J-4 Develop leadership skills
- J-5 Share information in public forums
- J-6 Publish and present papers at conferences

PANEL MEMBERS:

Mick Barry, General Manager, Weyerhaeuser Recycling, Des Moines, IA
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ATEEC DACUMS

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