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 | **POST TITLE:** | Environmental Monitoring Technician |
| 1. **2.**
 | **POST NUMBER:**  | 0067585 |
| 1. **3.**
 | **GRADE:**  | Grade 5Job Evaluation Ref No: N10206  |
|  | **LOCATION:** | Your normal place of work will be Joint Stocks Landfill Site, however you may be required to work at any council workplace within County Durham. |

1. **RELEVANT TO THIS POST:**

**Flexible Working:** Subject to service needs the council’s flexible working policy is applicable to this post and you may be required to work outside of normal office hours including evenings and weekends.

1. **ORGANISATIONAL RELATIONSHIPS:**

The post holder will be accountable to the Environmental Systems Manager.

1. **DESCRIPTION OF ROLE:**

The post holder will be part of a team responsible to the Environmental Systems Manager. The role will involve carrying out environmental monitoring to comply with statutory Waste Management Licences/Permits; the Council’s regulatory requirements and and/or client Service Level Agreements. Environmental Monitoring will be carried out in accordance with the Council’s Health & Safety Policy, risk assessments and will also be to the appropriate quality standards as defined by the Council’s working procedures and regulatory bodies. The role requires daily travel.

1. **DUTIES AND RESPONSIBILITIES *SPECIFIC* TO THIS POST:**

Listed below are the responsibilities this role will be primarily responsible for:

**Monitoring of Landfill Gas**

Carry out monitoring of landfill gas from monitoring boreholes, gas extraction wells and gas utilisation plant to comply with statutory Waste Management Licences/Permits; the Council’s regulatory and quality assurance requirements; and/or client Service Level Agreements. Identify any breaches of licence conditions and notify the appropriate site manager, line manager and/or client where necessary. Ensure that all data is correctly recorded within agreed timelines and maintained in the Council’s database.

**Monitoring of Groundwater/Surface Water/Leachate**

Carry out monitoring water monitoring and sampling to comply with statutory Waste Management Licences/Permits; the Council’s regulatory and quality assurance requirements; and/or client Service Level Agreements. Ensure that water monitoring is carried out to the appropriate quality standards as defined by the Council’s working procedures and regulatory standards. Ensure that all data is correctly recorded within agreed timelines and maintained in the Council’s database.

**Calibration of Equipment**

Ensure that all equipment used is calibrated and maintained according to the manufactures instructions and Council’s working procedures. Maintain records of calibration.

**Environmental Control Systems**

Undertaking of routine checks and maintenance of environmental control systems.

**Inspection & Audits**

Cooperation with the Environment Agency during environmental audits.

**Preparation of Reports**

Assistance with the preparation of reports for regulatory bodies, internal departments and clients.

**Callout Cover**

Provide callout cover for the Council’s and/or client Power Generation Plant, Landfill Gas Extraction Plant and Leachate Treatment facilities.

**9. COMMON DUTIES AND RESPONSIBILITIES:**

9.1 **Quality Assurance**

To set, monitor and evaluate standards at individual, team performance and service quality so that the user and the Service’s requirements are met and that the highest standards are maintained.

 To establish and monitor appropriate procedures to ensure that quality data are reported and used in decision making processes and to demonstrate through behaviour and actions a firm commitment to data security and confidentiality as appropriate.

9.2 **Communication**

To establish and manage the team communications systems ensuring that the Service’s procedures, policies, strategies and objectives are effectively communicated to all team members.

9.3 **Professional Practice**

 To ensure that professional practice in the team is carried out to the highest standards and developed in line with the Service’s stated objectives of continual improvement in quality of its service to internal and external customers.

9.4 **Health and Safety**

Manage health and safety in their area of responsibility in accordance with the relevant section(s) of the Corporate/Service Health and Safety Policy and to ensure that the Health and Safety policy, organisation arrangements and procedures as they relate to areas, activities and personnel under your control are understood, implemented and monitored.

9.5 **General Management (where applicable)**

To provide vision and leadership to staff within a specialist team, ensuring that effective systems are in place for workload allocation and management, the application of the Authority’s and the Service’s policies and procedures, including those relating to equality, supervision and appraisal and all aspects of their performance, personal development, health and welfare.

9.6 **Financial Management (where applicable)**

To manage a designated budget (as required) ensuring that the Service achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity.

9.7 **Appraisal**

 All employees will receive appraisals and it is the responsibility of each employee to follow guidance on the appraisal process.

9.8 **Equality and Diversity**

As an organisation we are committed to promoting a just society that gives everyone an equal chance to learn, work and live free from discrimination and prejudice.  To ensure our commitment is put into practice we have an equality policy which includes responsibility for all employees to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.

       These policies apply to all employees of Durham County Council.

9.9 **Confidentiality**

 All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work unless it is permitted for the purposes of their role, they have explicit consent from the person concerned or exceptions governed by legislation.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The Council has a Personal Information Security Policy in place.

9.10 **Induction**

The Council has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

**Person Specification**

**REAL – Strategic Waste**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualification** | * 5 GCSE’s including Maths & English at Grade A-C.
* NVQ level 3 qualification or equivalent in an appropriate subject
 | * Evidence of continuing professional development.
 | Application formSelection ProcessPre-employment checks |
| **Experience** | * Experience of fieldwork and working with electronic devices.
* Experience of data management.
* Information and communication technology literate.
 | * Working with the management of quality, environmental, health and safety fields.
* Experience / awareness of site based landfill gas sampling techniques is desirable, however full training will be provided.
* Experience / awareness of site based water sampling techniques is desirable, however full training will be provided.
 | Application formSelection ProcessPre-employment checks |
| **Skills/Knowledge** | * Good written and oral communication skills.
* Basic ICT skills, for example Microsoft Word, Excel, and email management.
* The ability to identify and solve problems.
 | * Knowledge of landfill and environmental legislation.
* Knowledge of the local area.
* Knowledge of landfill and waste industry health & safety / risk assessments.
 | Application formSelection ProcessPre-employment checks |
| **Personal Qualities** | * Individuals must be self-motivated and enjoy working outdoors in all weather.
* The ability to work independently and show initiative.
* The suitable candidate must be comfortable with working near water bodies such as lagoons, rivers and streams.
* A basic understanding of potential hazards to safety when working near water.
* A high-level of diligence and attention to detail.
* Ability to follow instructions fully but with ability to use initiative in case of emergency.
* Timeliness and reliability are key to ensuring that samples are delivered to the laboratory at the agreed pick up time
* Flexible and adaptable to meet changing needs.
* Self-motivated, proactive and enthusiastic.
 | * Experience of team working is desirable.
 | Application formSelection ProcessPre-employment checks |
| **Other qualities** | * May be required to work outside of normal office hours including evenings and weekends, as part of an on-call rota.
* Due to the requirement to drive a County Council vehicle in this role, appointment will be subject to the production of a valid driving licence for the required category of vehicle and the satisfactory completion of an in-house Driver Induction Assessment.
* Travel is an essential requirement of the post.
 |  | Application formSelection ProcessPre-employment checks |