

Job Description

Job Title: Technical Compliance Specialist
Department: Engineering and Operations
Reports To: Engineering and Operations Division Manager
FLSA Status: Non-Exempt
Prepared By: HR
Prepared Date: 01/29/2026

Summary: Under the direction of the Engineering/Operations Division Manager, assist in the development of environmental permit applications, reports, and other informational releases, assist in maintaining Authority data files with an emphasis on quality assurance, assist in maintaining E/O compliance programs and perform field observations, environmental sampling, and data gathering at Authority facilities, as necessary.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Assist in the development of applications for permits, permit modifications and permit renewals required for the operation of Authority facilities.
- Produce routine and special technical and non-technical reports as requested.
- Maintain existing data files and databases to facilitate easy access of information relevant to operation of Authority facilities.
- Become knowledgeable about YCSWA data system and how to extract and manipulate data.
- Develop and/or assist in developing data files and databases to facilitate easy access of information relevant to operation of Authority facilities.
- Review data being input into data files and databases for quality assurance purposes.
- Draft or assist in drafting responses to surveys and other requests for information as received by the Authority.
- Assist in monitoring waste inventories.
- Assist in tracking compliance at Authority owned facilities.
- Assist in maintaining compliance schedules.
- Accompany regulatory agents on facility inspections and perform other inspections, as needed.
- Conduct or assist in conducting environmental sampling and monitoring activities to obtain information required for generation of permit applications, routine and special reports, or other Authority needs.
- Assist with managing logistics and oversight of ash residue hauling operations at Authority facilities, as needed.
- Assist in the development, production, and distribution of bid solicitation packages for various Authority contracts.
- Participate in Authority safety programs and training as required by specific operating procedures and specific conditions.
- Assist with safety program administration.

- Assist in maintaining the Authority's Standard Operating Procedure Manual. Producing updates to procedures or producing new procedures as required.
- Assist with radiation program support.
- Assist with scalehouse operations, as needed.
- Process and track monthly division invoices and assist in the development of the division budget worksheets.
- Assist with operational tasks at Authority facilities, as needed.
- Other duties, as required.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- * **Project Management** - Completes projects on time and budget. Makes best use of work time to complete projects and assignments and able to manage priorities.
- * **Oral Communication** - Speaks and gets clarification, in English.
- * **Written Communication** - Able to read and interpret written information.
- * **Teamwork** - Balances team and individual responsibilities; able to provide training/instruction to coworkers.
- * **Organizational Support** - Follows policies and procedures.
- * **Planning/Organizing** - Uses time efficiently, is a self-starter and manifests a proactive approach to all aspects of job responsibilities.
- * **Professionalism** - Accepts responsibility for own actions.
- * **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- * **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works efficiently.
- * **Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.
- * **Adaptability** - Adapts to changes in the work environment.
- * **Attendance/Punctuality** - Is consistently at work and on time.
- * **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to additional pre-approved hours of work when necessary to reach goals; Completes tasks on time.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree, preferably with coursework in physical, environmental or engineering sciences. Experience in groundwater remediation or groundwater sampling is a plus. Also, one year of related work experience is preferable. Actual experience may be substituted for educational requirements. Valid PA driver's license required.

Language and Mathematical Skills

Ability to read, speak, hear, and write in English and perform basic mathematical computations including addition, subtraction, multiplication, and division.

Computer Skills

Proficient with MS Office Suite including Word, Excel, Outlook, PowerPoint. Ability to utilize email and internet for business needs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Other Skills and Abilities

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and sit; use hands to finger, handle, or feel and reach with hands and arms. Ability to climb ladders and steps to access platforms plus ability to stand on open grating floors. Also, the potential to enter confined spaces with appropriate personal protective equipment (PPE) may be necessary. The employee must be able to be respirator qualified. The employee is frequently required to walk and talk or hear/understand verbal communications. The employee must be able lift and /or move up to 25 pounds and occasionally lift and/or move up to 50 pounds at least for 20 feet. Ability to walk with containers and/or equipment on uneven terrain.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position includes mostly office work with some field work. While performing the duties of this Job, the employee is sometimes exposed to moving mechanical parts/equipment in the production areas as well as dust, odors, heat and cold. The noise level in the work environment is moderate in the office area and may be loud in production areas. The employee will be required to wear appropriate PPE as protocols dictate, e.g., long-sleeved shirt/pants, gloves, safety boots, hard hat, safety glasses, hearing protection, respirator, etc.