

Recycling and Materials Management Director Tompkins County

Department: Recycling and Materials Management

Classification: Non-competitive

Labor Grade: Management Grade 88

Approved: Originally approved as Solid Waste Manager 07/14/87. New title of Director is the result of 2017 Charter Review 01/12/18

Revised: NYS CSC 12/18/2019 approved as Non-competitive

By: LG, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State Department of Education registered college or university with a Masters Degree in Engineering Science, Natural Resources, Environmental Science/Technology or related field **AND** two years of full-time, paid experience in community/regional planning or environmental management/analysis experience directly related to recycling or solid waste management; **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelors Degree in Engineering Science, Natural Resources, Environmental Science/Technology or related field **AND** four years of full-time, paid experience in community/regional planning or environmental management/analysis experience directly related to recycling or solid waste management; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, organizing and coordinating overall management of solid waste for the county. This department head position carries responsibility for the efficient and economic utilization of staff, material and equipment in the disposal, recycling, transport and handling of solid waste in compliance with federal, state and local regulations and the design and operation of solid waste facilities. The position is responsible for establishing and monitoring health, environmental and fiscal standards for solid waste disposal. Activities are performed under the general supervision of the County Administrator. Direct supervision is provided to technical and clerical support staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the use of equipment and personnel for the daily handling of solid waste;
- Provides general supervision for landfill operations, ground water monitoring, leachate collection, leachate operations and all other related work;
- Administers post-closure activities at inactive county landfill sites;
- Prevents unlawful dumping and supervises permit issuance;
- Maintains records as required;
- Implements provisions of Department of Environmental Conservation permits, consent orders, and other regulatory provisions for solid waste management;
- Submits requests, plans and other information as required for Department of Environmental Conservation for consideration and approval;
- Meets with various local and/or governmental bodies to plan and/or implement solid waste management operations;
- Maintains good public relations with the community.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of ground water monitoring, sampling and testing as related to sanitary landfill operations;
- Thorough knowledge of modern solid waste management techniques and recycling, technology procedures and equipment;
- Thorough knowledge of the equipment, materials, tools, terminology and safety precautions used in solid waste operations;
- Thorough knowledge of federal, state, local laws and regulations affecting solid waste;
- Thorough knowledge of solid waste resource recovery technology including resource recovery;
- Working knowledge of fire prevention, rodent and pest control;
- Skill in verbal communications;
- Ability to understand blueprints, sketches and related documents;
- Ability to plan, organize and supervise the work of others;
- Ability to understand and carry out complex oral and written directions;
- Ability to develop and negotiate contracts with consultants and contractors;
- Ability to work effectively with municipal and business officials, private citizens, community groups and private contractors and consultants;
- Ability to prepare written reports of a complex and technical nature;
- Dependability, resourcefulness;
- Tact, good judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

New title originally created 01/12/2018

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