

# **Recycling Operations Specialist (NCP) Tompkins County**

**Department:** Recycling and Materials Management

**Classification:** Competitive

**Labor Grade:** Grade 11

**Approved:** 3/20

**By:** LG, Deputy Commissioner of Human Resources

## **QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:**

**This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.**

## **SPECIAL REQUIREMENTS:**

Candidates must possess a valid New York State Driver's License at the time of application and maintain such license for the duration of employment. Failure to maintain the required license may result in termination of employment. Job requires one (1) year of experience in the operation of motor vehicles. Must be 21 years or older to apply.

**Tompkins County is committed to Diversity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for various recycling and solid waste operations which include the following: food scrap recycling, public space recycling, monitoring/enforcing of local laws pertaining to recycling and solid waste, departmental safety requirements, safe and efficient operation of various types of vehicles in connection with the residential food scrap drop spots, County Office food scrap collections, public space recycling locations, conducting investigations/inspections for mandatory recycling, trash tags and proper disposal of solid waste, responding to public inquiries regarding regulations, permits, recycling compliance and illegal dumping of recyclables and garbage, assisting with the preparation of the Department's annual budget, managing the operational protocols and data collection for food scrap program.

The incumbent works closely with the Waste Reduction and Recycling Specialists, Communications Coordinator, consultants and contractors in implementation of recycling programs. The incumbent serves as the Department's safety coordinator and delivers County safety training in collaboration with other safety professionals and County staff, as required. Supervision is exercised over the Recycling Driver, solid waste contractors, and consultants that work as attendants at numerous food scrap recycling drop spots throughout the County ensuring coordinated and cost-effective operations. The incumbent works under the general supervision of the Deputy Director of Recycling and Materials Management with considerable leeway for independent judgment when carrying out the details of the job. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Supervises the Recycling Driver;
- Arranges and assures preventative maintenance and cleaning for equipment and vehicles;
- Responsible for the procurement of equipment and services for certain recycling activities;
- Responsible for receiving, tracking, storing and distributing recycling supplies and equipment;
- Responsible for hiring and training of new food scrap drop spot consultants;
- Responsible for overseeing the work of contractors;
- Establishes and maintains drop spot sheds as required;
- Responsible for identifying new public space recycling locations;
- Develops narratives, reports, annual work plans;

- Responsible for identifying new food scrap drop off and public space recycling locations;
- Utilizes and maintains data collection, record keeping, tracking and reporting systems;
- Provides public information about food scrap composting, public space recycling and local laws;
- Assists in preparing budgets and tracking expenditures;
- Interprets State laws and bans pertaining to food scrap recycling in Tompkins County;
- Investigates reported violations of the Tompkins County Code pertaining to recycling and solid waste, secures evidence, interviews witnesses and maintains surveillance;
- Interprets County Solid Waste local laws for the public;
- Prepares applicable records related to solid waste law enforcement and is involved in the investigation and prosecution of such incidences;
- Responds to complaints from the public regarding violations of local laws;
- Compiles statistics on various solid waste programs and incidence reports;
- Issues appearance tickets, prepares accusatory instruments and supporting depositions;
- Works with the County Attorney regarding court related activities;
- Coordinates Solid Waste enforcement activities with local municipalities and enforcement agencies;
- Implements and oversees County illegal dumping clean-up activities;
- Prepares safety training materials for the Department;
- Maintains safety related programs, plans, records and statistics;
- Works with County safety committee and the Health and Safety Coordinator to implement safety programs;
- Must be available to work weekends and shifts.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of the principles, practices and regulations related to recycling and solid waste;
- Good knowledge of Federal, State and Local laws and regulations related to recycling and solid waste;
- Good knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment;
- Excellent oral and communication skills;
- Strong ability to operate a pickup truck, trailer, box van or other vehicles as needed;
- Strong ability to work safely;
- Ability to monitor route productivity;
- Ability to work effectively with the public, contractors, municipalities, consultants and co-workers;
- Works with County Attorney regarding court related activities;
- Able to organize and maintain accurate records and files;
- Must be able to work on Saturday, shift hours and some holidays with commensurate time off;
- Dependability, mental alertness and courtesy is required;
- Must be able to regularly and repeatedly move, load and unload heavy carts, equipment and materials;
- Willingness to work in adverse weather conditions;
- Good general knowledge of principles and practices of solid waste management techniques;
- Ability to express oneself clearly and concisely, both orally and in writing;
- Ability to work effectively with municipalities, law enforcement agencies, business officials, private citizens, community groups, private contractors and consultants;
- Ability to establish and maintain cooperative relationships with the public;
- Ability to understand, interpret and apply regulations and policies;
- Good observation skills, good judgment, common sense, integrity, dependability, firmness, tact and courtesy are required;
- The employee's physical and mental conditions are commensurate with the demands of this position, either with or without reasonable accommodation.

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