

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Waste Reduction and Recycling Coordinator

SALARY: 29.23

TYPE OF EMPLOYMENT: Full Time

ISSUE DATE: 05/09/22

THE FINAL DATE TO FILE APPLICATIONS: 06/10/22

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/11/22

RESIDENCY: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

There are currently **two vacancies** for the position of Waste Reduction and Recycling Coordinator in the Tompkins County Department of Recycling and Materials Management.

The successful candidate for one position will manage the County programs and operations associated with food waste reduction and recycling, coordinating residential food scrap drop spots and other types of collection, contracting for compost processing, on-site community composting and conducting business waste assessments for the food sector. This is a full-time, provisional position that is employed at 40 hours per week.

The successful candidate for the other vacant position will manage the County programs related to waste reduction, environmental product procurement, product stewardship policies and bans, reuse contracts and initiatives, and conducts waste assessments for various business sectors. This is a full-time, provisional position that is employed at 40 hours per week.

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree **AND** four (4) years of professional experience working for municipal governments, community organizations, regional/state entities, or businesses to address waste reduction, composting, recycling and related practices and programs; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and six (6) years of professional experience working for a municipal governments, community organizations, regional/state entities or businesses to address waste reduction, composting, recycling and related practices and programs, **OR**

3. Any equivalent combination of training and experience equal to or greater than that defined in (a) and (b) above.

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

SPECIAL REQUIREMENT:

Candidates chosen for employment must possess a valid New York State driver's license within thirty days of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position develops detailed reports and procurement documents (bids and RFP's), prepares and oversees contracts with the private sector, businesses and local governments, conducts feasibility studies, plans, projects, grant applications, program budgets, public information materials and policy recommendations. This is a mid-level professional position and will be assigned to specified programs and operational areas such as composting, recycling, recycling collection, waste reduction, reuse, household hazardous waste, closed landfills, law enforcement and disposal. The incumbent is responsible for conducting research studies that require the coordination of efforts by other members of the Department, local municipalities and businesses and non-profits. The incumbent prepares grant applications, program plans and manages moderately complex projects. The incumbent is also responsible for providing professional expertise to County advisory committees and appropriate Legislature Committees. The work will be performed under the general supervision of the Deputy Director with allowances for a high degree of independent judgment and autonomy in executing assigned tasks. Supervision of others is a requirement of this job and may require working off hours, nights and weekends. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Develops and manages County recycling and material management programs, such as composting, recycling, recycling collection, reuse, waste reduction, household hazardous waste management, post-closure landfill maintenance and monitoring, solid waste laws, and disposal.
- Implements provisions of local solid waste regulations associated with illegal dumping, mandatory recycling, hauler licensing and trash tags.
- Supervises food scrap drop spot including the hiring and oversight of consultants.
- Supervises scale operations for the Recycling and Solid Waste Center.
- Assists in directing the work activities and program accomplishments of staff, contractors and consultants as assigned.

- Conducts complex analytical reports and studies related to recycling and materials management.
- Prepares waste generation projections and provides multi-year diversion estimates.
- Participates in studies with other municipalities, colleges and other groups in the County and, provide data and other resources as appropriate.
- Develops proposals for plans, projects, budgets and policies.
- Prepares grant applications and manages grant funds from federal and state agencies and/or local sources.
- Develops procurement documents (bids and RFP's) and oversees department contracts for household hazardous waste collection, food scrap composting, engineering and technical assistance, closed landfill monitoring and maintenance, residential recycling collection, the Recycling and Solid Waste Center and disposal.
- Assists in the preparation of the Local Solid Waste Management Plan and progress reports to the NYSDEC
- Develops and implements public education for assigned programs and services at a countywide level. Serves as a resource person for the Department by responding to requests for information, providing program information, and answering questions or complaints from the public, community organizations, and County and municipal government officials.
- Makes formal and informal presentations to inform and advise the community, legislative bodies, and public officials on Department programs and operations.

- Attends external training programs, as needed.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the purpose, principles, terminology and practices employed in the areas of waste reduction, composting, recycling, and disposal
- Thorough knowledge of federal, state and local laws and regulations affecting solid waste management
- Thorough knowledge of the legal, sociological, economic, environmental, infrastructure, and communication aspects to provide planning, implementation and customer service for recycling & materials management;
- Knowledge of recyclable material handling including collection, transfer, transportation, processing and marketing
- Good knowledge of current methods for collecting, analyzing and interpreting statistical data;
- Good knowledge of research methods and techniques involved in program development and implementation;
- Good knowledge of governmental decision-making processes;
- Ability to work with tight deadlines and competing requests;
- Ability to work on several projects simultaneously;
- Ability to work independently or in a team environment, as needed;
- Ability to prepare concise, well-constructed oral and written communications and reports that convey complex waste diversion topics to the legislature and the public; Skillful application of spreadsheet, database, desktop publishing, and word processing software;
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems;
- Strong ability to function on and lead teams of department staff, other County staff, representatives from other organizations, consultants, contractors, and/or interested citizens;
- Good knowledge of group facilitation skills to gather comments and respond to the public;
- Ability to communicate program information through presentations, events, written materials, social media and web-based information
- Ability to manage departmental and grant resources on projects and programs;
- Ability to understand complex oral and written instructions;
- Ability to be, resourceful, tactful, and use good judgment;
- Ability to communicate and deal effectively with department heads, local officials, legislators, consultants, and residents and to advise, persuade, or influence them in adverse and tense conditions;
- Ability to travel, as required to fulfill the demands of the position in Tompkins County; and
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

The incumbent's visual acuity must be sufficient to see and accurately work with information on a computer screen and operate a motor vehicle. The employee's hearing must be sufficiently acute to be able to carry out verbal instructions. The employee must be able to use fine motor skills including adequate hand/eye coordination with full use of fingers, hands and arms in performing the essential functions of this job. The employee must be able to sit, stand and walk for extended periods of time within a standard eight-hour workday.

The work can involve a degree of physical effort and exposure to disagreeable conditions while performing field work that can include the ability to respond quickly to sounds, odors, the ability to move safely over uneven terrain, the ability to see and respond to hazardous materials and exposure to adverse weather conditions. Must be able to lift 25 pounds.

The employee's physical condition shall be commensurate with the requirements of the position.

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.â

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850