

## **DIRECTOR OF SOLID WASTE MANAGEMENT**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of Solid Waste Management is responsible for the administration and operation of all county solid waste disposal facilities. The position has 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, including planning, regulatory oversight and environmental compliance, public outreach, annual budgeting, and long-term capital project planning. The work is performed under the general direction of the County Executive or the Commissioner of Public Works with wide leeway allowed for the exercise of independent professional judgement. Supervision is exercised over all senior-level departmental personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees all aspects of the solid waste management division of the Department of Public Works;

Responsible for regulatory permitting, negotiation, and compliance, including permit renewals and new applications with State and Federal agencies;

Provides interpretation and application of regulatory performance standards for solid waste management, employee health and safety, and municipal procedural accountability;

Responsible for hiring, training evaluating, disciplining and terminating staff;

Oversees implementation and modification of environmental monitoring programs;

Monitors technical standards, industry developments, and State legislative initiatives for efficiency and cost effectiveness;

Reviews and approves material and equipment specifications for solid waste operational and capital projects and expenditures;

Evaluates solid waste programs and facilities for waste material capacity and limitations, and develops/implements programmatic changes;

Monitors local and neighboring demographics for current solid waste practices and fee schedules to anticipate future demands and needs;

Actively monitors solid waste industry trends, forecasts regulatory demands and service opportunities, and establishes and manages both annual budgets and long term financial capital planning;

Monitors program to control expenses, monitors/negotiates host community agreements, and secures revenues through a combination of disposal fees, service charges, and grants;

Establishes and recommends appropriate fee schedules, and provides short and long term cash flow projections;

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Oversees new construction and equipment installation from permitting through design, bidding, contract negotiations; and final installation for landfill and recycling projects;  
Maintains accurate financial and facility records commensurate with State and Federal requirements;  
Serves as the representative of the Division of Solid Waste Management and the County Public Works at a variety of meetings, conferences and hearings regarding solid waste disposal and recycling/reuse  
Reports activities regularly to the Commission of Public Works and the Legislative Public Works and Transportation Committee.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the current principles, practices, methods and equipment used in solid waste management, composting operations and material recovery facilities;  
Thorough knowledge of applicable state, federal and local codes, laws, rules and regulations governing solid waste management;  
Thorough knowledge of local policies and procedures governing the use of the County landfill and recycling center;  
Good knowledge of the laws, rules and regulations governing the procurement of services, equipment and markets;  
Good knowledge of environmental, biological, and chemical processes, and the movement of contaminants in air, water, and soil;  
Good knowledge of the theories and practices of budgeting and financial record keeping, personal administration, supervision and administrative control;  
Good knowledge of the principles and practices of Public Work administration including maintenance of labor relations;  
Ability to organize, plan, coordinate and direct solid waste projects and activities;  
Ability to analyze solid waste management operations and techniques for effectiveness;  
Ability to supervise and direct subordinate personnel;  
Ability to communicate in an articulate manner for public speaking and presentations to various groups;  
Ability to communicate effectively both orally and in writing;  
Ability to understand and interpret complex written material;  
Ability to establish cooperative relationships with engineers, contractors, vendors, public officials and members of the general public.

### **MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree or

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higher in Engineering Science, Natural Resources, Environmental Science /Technology or closely related field and four years of experience involving environmental management/analysis directly related to materials recovery and solid waste management, one year of which must have been in a supervisory or administrative capacity; OR

- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Engineering Science, Natural Resources, Environmental Science /Technology or closely related field and six years of experience involving environmental management/analysis directly related to materials recovery and solid waste management, two years of which must have been in a supervisory or administrative capacity; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT: Must possess a valid New York State Class D Driver's License at time of appointment.