

ASSISTANT SOLID WASTE MANAGER

TOMPKINS COUNTY

Department Public Works
Classification Competitive
Labor Grade Management O (85)
Approved Bd. Res. 489 12/18/90
Revised 5/92; 3/93; 09/09
By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS

This is management position involving responsibility for the planning, analysis and implementation of the Solid Waste Division's programs and projects. The incumbent of the position is responsible for the efficient and effective utilization of staff, contractors and consultants related to the technical, financial and legal aspects of solid waste management. Work is performed under the general supervision of the Solid Waste Manager in accordance with the applicable federal, state and local laws, and established County policies and procedures. This position involves a high level of autonomy and independent judgment in the planning, organizing and implementation of the Division's most important projects. Supervision is exercised over technical and administrative staff. The incumbent will perform all related work as required.

TYPICAL WORK ACTIVITIES

Maintains relationships with State and Federal agencies with regard to policies, requirements and compliance with laws and procedures;
Supervises the financial and administrative management of the Division including staff, budget, operations, revenues projections and fees associated with enterprise fund;
Supervises technical staff and programs including illegal dumping enforcement and other local laws, environmental monitoring at closed landfills, and engineering studies;
Oversees the development and preparation of the solid waste capital program including improvements to the Recycling and Solid Waste Center and closed landfills;
Oversees the enforcement of solid waste local laws (e.g. illegal dumping, mandatory recycling and trash tags);
Supervises the preparation and updating of the long-term Solid Waste Management Plan;
Develops procurement documents, grant applications and contracts associated with Division programs and operations;
Works with other assistant managers in the Public Works department on a department-wide effort to increase efficiency and cost-saving measures, in addition to developing performance measures;
Works closely with the county attorney, professional consultants and contractors related to engineering, legal, and environmental aspects of solid waste facilities and operations;
Prepares regulatory reports, cost analyses, project schedules and feasibility studies.
Provides technical information to legislative and public officials about solid waste management programs;
Acts in place of the Solid Waste Manager as required.

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ASSISTANT SOLID WASTE MANAGER (Continued)

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of federal, state and local laws and regulations pertaining to the permitting and management of solid waste operations, illegal dumping enforcement and compliance with environmental monitoring of closed landfills;

Comprehensive knowledge of the principles, methods and procedures used in overseeing and managing the Division budget;

Comprehensive knowledge of the principles, methods and technical requirements used in preparing bids, contracts, work plans, grant applications and reports;

Strong ability to plan, organize and supervise staff;

Strong ability to analyze complex technical and financial data and evaluate feasibility and effectiveness of program plans and services;

Strong ability to work effectively with other department heads, municipal and business officials, private contractors, engineering consultants, advisory committees and the public;

Strong ability to anticipate future needs as they apply to the development of long-rang programs;

Strong ability to prepare and supervise the preparation of long-term solid waste plans;

Strong ability to keep abreast of recent developments

Good knowledge of computer databases;

Ability to understand complex oral and written instructions.

Ability to interpret plans and specifications associated with construction improvements at the Recycling and Solid Waste Center;

Dependability, tact, initiative, resourcefulness and good judgment are required;

Excellent knowledge of computer use and software programs.

Acts for and in place of the Solid Waste Manager;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

(a) Graduation from a regionally accredited or NYS registered four year college or university with a Bachelors degree in environmental engineering, environmental technology, environmental studies, resource management or a closely related field AND five years of full-time paid experience in the management of environmental programs and projects; two years of which must have been in a supervisory capacity

(b) Graduation from a regionally accredited or NYS registered two year college with an Associates Degree in environmental engineering technology, environmental studies or a closely related field AND seven years of full time paid experience in the technical and financial management of solid waste and recycling programs; two years of which must have been in a management or supervisory capacity;

(c) An equivalent combination of training and experience as described in (a) and (b) above.

SPECIAL REQUIREMENTS

Effective April 1, 1992, possession of a New York Driver License Class D is required at the time of appointment.