

MATERIALS RECOVERY MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, developing, implementing and coordinating a countywide recycling program. The incumbent performs administrative and operations work relating to recycling programs within the County. This position provides direct assistance to local municipalities, educational institutions, and businesses in the development and coordination of their recycling programs to ensure a coordinated and cost effective effort. The incumbent works closely with local public officials, private consultants and contractors concerning implementation of recycling plans. The work is performed under the general supervision of the Deputy Commissioner of Public Works - Solid Waste, with leeway allowed for the use of independent judgement. Supervision may be exercised over part-time clerical staff, consultants, volunteers, temporaries and interns. Does related work as required.

TYPICAL WORK ACTIVITIES:

Establishes contracts for collection, processing and marketing recyclable materials;
Oversees the collection, processing and marketing operations for recycling and composting;
Develops budgets for the operation of the recycling program;
Monitors collection, delivery and treatment of all recyclable materials to assure maximum recycling;
Inspects the materials recovery facility for compliance with the intended mode of operations;
Works with municipalities to assure compliance with source separation laws;
Assists local municipalities, educational institutions and businesses in preparing, negotiating and implementing recycling programs, material markets and other related agreements;
Works with businesses and institutions to assist their compliance with source separation ordinances by facilitating establishment of recycling programs and the marketing of materials;
Maintains liaison with haulers in regards to collection of recyclables, compliance with anti-dumping laws for recyclables and other related issues;
Researches the feasibility of adding new materials to residential recycling program;
Maintains contact with municipal recycling officials in other counties and authorities to share information and explore cooperative recycling ventures;
Attends meetings, reviews reports and plans;
Conducts investigations and studies while analyzing and providing recommendations on recycling;
Describes and interprets County recycling programs to local government officials and assists their participation in County

recycling programs;

Maintains contact with appropriate State officials to facilitate communications and seek State financial assistance;
Prepares narratives, reports, annual work programs and audio-visuals related to recycling;
Provides methods for increasing public knowledge of recycling problems and solutions as well as participates in related public information programs including developing print and broadcast advertising;
Provides technical information on recycling, waste reduction and reuse to local policy makers and provides information about same to public through brochures and programs;
Acts as a recycling resource person to community organizations and coordinates activities with County agencies as necessary;
May supervise part-time clerical staff, consultants, volunteers, temporaries and interns.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AN PERSONAL CHARACTERISTICS :

Good knowledge of recycling operations and programs;
Good knowledge of Federal, State and local laws and regulations relating to recycling, waste reduction and reuse;
Working knowledge of the principles and practices of material recovery;
Skill in written and oral communications;
Ability to work effectively with municipal, educational and business officials, private citizens, community groups, private contractors and consultants;
Ability to prepare written reports of a complex and technical nature;
Ability to maintain good public relations;
Sound professional judgement;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in environmental studies, natural science, environmental or natural resource management or closely related field.

R511 08/17/00

COMPETITIVE