

## **SOLID WASTE MANAGEMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides technical assistance to all project components of the Department of Public Works, Division of Solid Waste. The work involves conducting research, planning and design of solid waste management initiatives. 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:**

Drafts technical reports, manuals, bid specifications, position papers, grant applications, program budgets and contracts;  
Develops and manages vendor contracts and grants;  
Provides methods for increasing public knowledge of waste management problems and solutions as well as participates in related public information programs;  
Conducts research into new technologies which could improve solid waste management practices in the County;  
Reviews and keeps abreast of Federal, State and local policy, rules and regulations involving recycling, material recovery, landfilling, waste reduction, composting and other related matters;  
Acts as a consultant to municipal departments and boards on the environmental impact of actions of solid waste decisions being considered;  
Provides technical information on solid waste to local policy makers and provides information about same to public;  
Gathers, verifies, analyzes and prepares data for presentations on solid waste issues;  
Conducts research and surveys for planning existing and future solid waste projects;  
Researches and plans technical specifications and requests for proposals;  
Assesses current county solid waste management and waste collection practices;  
Acts as a resource person to community organizations and the Environmental Management Council, as well as coordinates activities as necessary;  
Develops budgets for community education, composting and special projects;  
Develops proposed regulations and procedures to ensure compliance with County and State regulations, as well as maximize goals of the Division with regard to landfilling, composting, waste reduction, and reduction of toxins;  
Maintains contact with appropriate State officials;  
Prepares grant applications, permit applications and other administrative reports as required;  
Conducts investigations and studies while analyzing and providing recommendations on all aspects of managing solid waste;

May supervise part-time clerical staff, consultants, volunteers, temporaries and interns.

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

Good knowledge of the principles and practices of solid waste management techniques, procedures and equipment;  
Good knowledge of the principles, practices and techniques for utilizing local media markets to enhance community awareness;  
Working knowledge of Federal, State, and local laws related to Solid Waste Management and compliance;  
Ability to communicate effectively, both orally and in writing;  
Ability to research and formulate technical reports;  
Ability to communicate effectively with municipal, educational and business officials, private citizens, community groups, private contractors and consultants;  
Ability to plan, organize and formulate research projects;  
Ability to review statistical data;  
Ability to plan, develop, and evaluate solid waste management strategies;  
Ability to analyze and recommend various alternatives for solid waste management including landfilling, re-use and composting;  
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.

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COMPETITIVE