

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. The work is performed under the general direction of the County Executive with wide leeway allowed for the exercise of independent professional judgement. Supervision is exercised over all departmental personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and directs the activities and operation of solid waste management facilities;
Evaluates and determines the life-span and capacity of current landfill sites and plans for future county solid waste management needs;
Prepares the Solid Waste Division budget and monitors revenues and expenditures;
Assigns, schedules, and supervises the work and performance of subordinates;
Hires, trains, evaluates, disciplines and terminates staff;
Administers contracts, leases, and agreements for services and equipment at solid waste management facilities;
Oversees, coordinates, and participates in the planning and design of landfill and recycling construction projects;
Prepares requests for proposals for solid waste construction and maintenance projects;
Oversees and coordinates the work of consulting engineers, contractors and others involved in the construction and maintenance of landfill and recycling projects;
Keeps abreast of developments and improvements in the field of solid waste management and explores methods of improving the efficiency of solid waste management in the county;
Serves as the representative of the Division of Solid Waste Management and the County at a variety of meetings, conferences, hearings, etc. regarding solid waste disposal;
Serves as liaison for the County Executive with the Broome County Resource Recovery Agency;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods and techniques of solid waste management;
Thorough knowledge of materials and equipment used in solid waste

management;
Thorough knowledge of applicable 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 principles and practices of Public Works administration;
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 understand and interpret complex written material;
Ability to establish cooperative relationships with engineers, contractors, vendors, the general public, etc.
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:*

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Public or Business Administration, geography, Planning, Engineering, Environmental Studies or related field and four years of experience involving either environmental or solid waste management; or the management and administration of programs; OR
- B) Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Public or Business Administration, geography, Planning, Engineering, Environmental Studies, or related field, and three years of experience as indicated above; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

*Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position.

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Jurisdictional Classification: Pending Non-competitive