

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, design and construction of solid waste management initiatives and facilities. Work is performed in accordance with established engineering practices and principles, and the Solid Waste Management Specialist is expected to have the ability to apply this knowledge and experience to complete complex engineering projects and tasks. The work is performed under the general supervision of the Director of Solid Waste Management (DSWM) 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 or reviews technical reports, manuals, bid specifications, contracts, position papers, grant applications, and program budgets, including but not limited to Long Term Maintenance and Closure Financial Assurance documents;

Monitors consultants work by reviewing plans and reports, evaluating compliance with policy, standards, procedures, schedules and contracts, coordinating the consultants work with the agency programs and preparing periodic reports;

Acts as Project Manager for landfill construction projects;

Evaluates and negotiates both contractor's and consultant's proposals, negotiates revisions and participates in getting final approval;

Oversees and coordinates the inspection of and/or is responsible for coordination of construction activities for the Division of Solid Waste Management and review of conformance with contractor responsibilities and provisions;

Reviews landfill designs and as-built documents and drawings;

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 environmental protection and health, including air, waste, soil, and water media, 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, plans and writes technical specifications and requests for proposals, quotes and qualifications;

Assesses current county solid waste management and waste collection practices;

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;
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;
Inspects the landfill for compliance with various permits;
Prepares periodic compliance reports for submittal to the New York State Department of Environmental Conservation and United States Environmental Protection Agency;
Oversees implementation and modification of environmental monitoring programs;
Manages the Division of Solid Waste Management's Safety programs;
Provides industrial waste and contaminated soil screening for acceptance at the landfill through analytical review and evaluation;
Manages contract and activities of the LFG-to-energy generator and receives royalty payments for the County;
Oversees the Colesville Landfill Superfund Site Project.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge and exhibited mastery of basic computer applications such as Word, Excel, Access, Power Point, etc.;
Good knowledge of CAD software and higher functions of civil applications such as preparation of surfaces and volume calculations, and creation of profiles;
Good knowledge of the principles and practices of solid waste management techniques, procedures and equipment;
Working knowledge of Federal, State, and local laws related to Solid Waste Management and compliance with all pertinent environmental regulations;
Knowledge of hydraulic applications a plus;
Ability to communicate effectively, both orally and in writing;
Ability to research and formulate technical reports, including a working knowledge of chemistry;
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 and environmental data;
Ability to perform complex mathematical and engineering calculations;
Ability to plan, develop, and evaluate solid waste management strategies;
Sound professional judgement.

MINIMUM QUALIFICATIONS:

A) Possession a Bachelor's Degree or higher in engineering*, or engineering technology*, AND two (2) years of experience in engineering design, field inspection, and/or project management;
OR

B) Possession of an Associate's Degree in engineering*, or engineering technology*, AND four (4) years of experience in engineering design, field inspection, and/or project management;
OR

C) Graduation from high school or possession of an equivalency diploma and six (6) years of experience in engineering design, field inspection, and/or project management;

D) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level of Motor Vehicle Operator's License.

*Acceptable areas of engineering education include Civil Engineering, Structural Engineering, Environmental Engineering, Mechanical Engineering, Geotechnical Engineering, or a closely related field. Degrees in the following fields are not acceptable: Chemical Engineering, Industrial Engineering, Public Health Engineering or Computer Technology.

NOTE: Your degree must have been awarded by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of education. If your degree was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.