

DEPUTY DIRECTOR OF SOLID WASTE ENGINEERING SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Solid Waste Management, the incumbent plans, directs and supervises the design and construction of all engineering projects under the jurisdiction of the Division; consults with and advises the Director, Budget Director and other County officials in determining which operating capital and non-recurring repair and replacement projects best meet the needs of the County regarding matters of solid waste management. Supervision is exercised over professional and technical personnel, consultants and contractors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Conducts research studies and surveys for planning existing and future Solid Waste Projects;

Assists in determining whether the design and/or supervision of construction of projects should be conducted by the Division staff or by an outside consultant;

Oversees compliance with conditions of permit issuance, regulations, and contracts;

Directs, through the division staff or outside consultants, or other County Departments, any field survey or other investigation required preparatory to the design of the project;

Formulates general project plans and procedures and directs the design and preparation of contracts;

Confers with State and Municipal authorities as required, in relation to design as it is affected by State projects or by local conditions;

Directs procedures relating to the letting of contracts and reviews bids received, making recommendations for action to the Director;

Directs the supervision of all construction projects;

Reviews capital project requests as to adequacy, feasibility cost, and proper timing;

Reviews Solid Waste regulations and laws related to impact on the County's Solid Waste management program;

Conducts research studies and surveys and prepares preliminary estimates needed in further consideration of projects;

Develops and administers organizational and administrative procedures designed to maintain divisional activities on an efficient and effective basis as they relate to engineering related matters;

Assists in preparing the annual operating and capital budget for the Division of Solid Waste Management and submits to the Director with appropriate supporting material;

May act for and in place of the Director of Solid Waste Management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of civil engineering principles and practices with particular reference to landfills and material processing facilities, and to building construction, maintenance and repair;

Thorough knowledge of administrative techniques and practices with particular reference to solid waste management and engineering practices/and to relationships between contractors, public agencies and the general public;

Good knowledge of the theory and practices of budgeting and financial record keeping, personnel administration, supervision, and administrative control;

Ability to plan, lay out and direct the work of others effectively and to work cooperatively with related firms, agencies and personnel in so doing;

Ability to think analytically in the solution of both administrative and engineering problems;

Good judgement in engineering and administrative matters and in determining the public good as opposed to engineering perfection;

Tact in dealing with contractors, the general public and subordinates;

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 Bachelor's degree in engineering and four years of experience in the field of engineering, which must have included solid waste management and two years of which must have included the supervision of design and construction projects; OR
- B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in engineering and six years of experience in the field of engineering, which must have included solid waste management and two years of which included the supervision of design and construction projects; OR
- C) An equivalent combination of training and experience.

SPECIAL REQUIREMENTS:

Candidates must be a Professional Engineer duly licensed and registered by the State of New York or eligible to take the Professional Engineer's test in New York State.