

SOLID WASTE MANAGEMENT CENTER MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The employee in this class is responsible for managing the daily operations of the Solid Waste Management Center (SWMC) which may include operating and performing basic maintenance on commonly used equipment. The incumbent monitors and maintains the records of both the equipment and staff. The work involves exposure to all kinds of adverse conditions. General direction is received from the Solid Waste Coordinator, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over work of other subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only): Manages the operation of the County SWMC in compliance with federal and state regulations, and departmental policies, and procedures in accordance with the New York State Department of Environmental Conservation and the Delaware County Solid Waste Management Plan; Ensures federal and state safety procedures, facility customer guidelines, and Delaware County local laws are followed; Plans and schedules the daily activities of employees assigned to the SWMC; Arranges for and participates in ongoing safety training programs; Coordinates and schedules for servicing town transfer stations, outbound material loads of waste, leachate, materials, and recyclables; Makes individual work assignments to crew members based on priorities and the abilities of individual crew members; Orally instructs crew members in the activities and tasks to be performed and answers their questions concerning work procedures; Develops employee work schedules and reports hours worked for payroll purposes; Oversees the scheduling and performance of maintenance and repairs on equipment, buildings and transfer system vehicles; Responsible for the inventory of tools, equipment and parts. Oversees employees assigned to keep inventory in good working order. Makes recommendations to the Solid Waste Coordinator for inventory replacements, additions and deletions; Assists in the preparation of the preliminary annual budget requests; Maintains standard daily operational records; Provides the Solid Waste Coordinator with input required to prepare periodic reports as may be required by the Commissioner of Public Works or the State Department of Environmental Conservation; May make recommendations to the Solid Waste Coordinator relating to the directions and progress of the County solid waste operation; Operates heavy motor equipment and performs routine maintenance on such equipment at the SWMC site.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, methods and equipment required for the operation and management of the Solid Waste, Transfer, Landfill, Compost, and Recycling Facilities; Thorough knowledge of NYS regulations with respect to Solid Waste Management; Thorough knowledge of departmental guidelines, policies, and procedures; Good knowledge to perform basic maintenance of heavy equipment; Good knowledge of principles and modern practices of account keeping; Good knowledge of basic computer skills; Ability to understand and carry out oral and written instructions; Ability to supervise the operation and repair of related mechanical and electrical equipment; Ability to operate heavy equipment; Ability to plan and supervise the work of subordinates; mechanical aptitude; alertness and dependability; good communication skills; time management skills; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited NYS registered college or university with a Associate=s Degree and four years experience of facility operations in wastewater treatment plant, compost plant, recycling processing facility, manufacturing, materials handling facility, commercial grade electrical installation, or commercial grade construction and maintenance, which includes two years of direct supervision. OR
- B. Graduation from high school or possession of a New York State equivalency diploma, and six years experience as described in A above, OR
- C. Eight years experience as described in A above.

SPECIAL REQUIREMENTS:

- A. Eligibility for an appropriate level N.Y.S. Driver's License at time of application. Possession of license at time of appointment and maintained throughout employment.
- B. Must complete landfill operators training course(s) as required by the Department of Environmental Conservation if assigned to Ageneral operations@.
- C. Must complete any required training(s) as specified by the NYS Department of Environmental Conservation or the US Environmental Protection Agency if assigned to compost operations.

Adopted 10/1/18

Revised 1/15/19