

SOLID WASTE DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important managerial position involving the administration of a County Solid Waste Management Program, including but not limited to: planning, regulatory oversight, and environmental compliance; public outreach; annual budgeting, and long-term financial planning associated with the provision of disposal and recycling services. Solid waste facilities include a double-composite lined municipal solid waste landfill, landfill gas extraction system, construction and demolition debris landfill and processing station, materials recovery facility, compost facility, and transfer vehicle fleet. The work is performed under the general administrative supervision of the Commissioner of Public Works and the Public Works Committee. Supervision is exercised over others. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Provides oversight of the Solid Waste Management Center Manager and Compost Plant Director for all operational aspects of the Solid Waste Management Center and Compost Facility, respectively; Responsible for regulatory permitting, negotiation, and compliance, including permit renewals and new applications with State, Federal, and City agencies; Implementation and modification of environmental monitoring program and laboratory analytical standards; Interpretation and application of regulatory performance standards for solid waste management, employee health and safety, transportation, and municipal procedural accountability; Monitors technical standards and industry developments for efficacy and cost-effectiveness; Reviews and approves material and equipment specifications for solid waste capital and operational projects; Evaluates solid waste program and facilities for material capacity, service strengths and limitations, and implements appropriate programmatic changes; Monitors local and neighboring demographics for current solid waste practices and fee schedules, and to anticipate future demands; Actively monitors solid waste industry trends, and forecasts regulatory demands and service opportunities; Establishes and manages both annual budget and long-term financial management; Monitors program to control expenses and applies full cost accounting principles to fiscal reports; Secures revenues through a combination of disposal fees, services charges, grants, and cost-sharing; Recommends and establishes appropriate fee schedules; Provides short and long-term cash flow projections necessary to maximize interest earnings; Oversees new construction and equipment installation from permitting through design, bidding, contract negotiation, and final installation; Maintains accurate fiscal and facility records commensurate with State and Federal requirements; Reports activities regularly to the Commissioner of Public Works, Public Works Committee, and Board of Supervisors; Distributes public information on solid waste program, including facility user guidelines, and educational/technical documents on facility construction, performance, and operation; Makes presentations at public meeting, seminars, and conferences.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices, methods, and equipment employed in solid waste management and materials recovery facilities; Good knowledge of applicable state, federal, and local rules, regulations, and laws pertaining to Solid Waste Management; Good knowledge of laws, rules, and regulations governing the procurement of services, equipment, and markets; Good knowledge of local geography and various municipalities and agencies involved in solid waste; Good knowledge of environmental, biological, and chemical processes, and the movement of contaminants in air, water, and soil; Ability to communicate effectively, both orally and in writing, including presentations to various groups; Ability to establish and maintain effective working relationships; Ability to supervise the work of others; Ability to read and understand complex written material; Ability to establish and manage budgets; Ability to negotiate and manage construction, commodity, and service contracts; Computer literacy; Commitment to preventative maintenance; Good judgment; Tact; Courtesy; Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a college or university with a Bachelor's Degree in an environmental field, engineering, or business administration, and four years' experience in assisting in the development and/or implementation of a solid waste management plan or program, or closely related work, OR
2. Graduation from a college or university with a Bachelor's Degree in an environmental field, engineering, or business administration, and six years' experience in a public or business administration position or similar position including responsibility for directing and coordinating the work of a moderate to large staff, OR
3. Graduation from high school or possession of a high school equivalency diploma, and either eight years of experience as specified in A, or ten years of experience as specified in B, OR
4. An equivalent combination of education and experience as defined by the limits of A, B, and C above.

NOTE: Your degree must have been awarded by a college or university accredited 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 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 <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Adopted 3/6/91

Revised 1/1/04; 5/16/18; 11/27/23