

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Administration
Revised: 12/30/15

DIRECTOR OF RECYCLING

DISTINGUISHING FEATURES OF THE CLASS: This position involves providing administration assistance to the Executive Director in the development and implementation of a workable regional recycling and solid waste management program. The position includes developing markets and the marketing of processed recyclables from the Authority's Recycling Center. The position also involves working with residents, businesses, institutions and industries in Oneida and Herkimer Counties to develop composting, recycling and solid waste management programs. General direction is received from the Executive Director of the Oneida-Herkimer Solid Waste Management Authority (Authority). General supervision is exercised over Recycling Coordinators. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develop, plan and implement policies and programs that achieve compliance with the two Counties' local recycling laws;
- Communicates the Authority's mission, goals, and objectives to municipal officials, residents, businesses, institutions, and industry representatives via news releases and public presentations;
- Oversees public education initiatives and communicates Authority programs related to composting, recycling and solid waste management programs to residents, municipal officials, businesses, institutions and industry representatives;
- Monitors recycling markets and conducts research into new technologies which could improve composting, recycling and solid waste management practices in the two-County region;
- Conducts recycling and solid waste reviews and make recommendations to improve procedures at businesses, institutions and industries;
- Revises and evaluates environmental reports applying to specific recycling and solid waste management programs;
- Acts as a consultant to municipal departments and boards on the environmental impact of actions or decisions being considered, provides scientific information and recommendations for the development of sound recycling and solid waste management programs, and advises how federal, state and county environmental legislation affects their operations;
- Consults with other governmental agencies, public interest groups and educational institutions involved in the study and protection of the environment regarding recycling and solid waste management;
- Reviews and keeps abreast of federal, state and local policy, rules and regulations involving environmentally related matters;
- Assists in the preparation of grant applications for a variety of state and federal funds;
- Supervises subordinate personnel when needed.

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FULL PERFORMANCE KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern practices and principles of recycling and solid waste management, technology, procedures and equipment; good knowledge of business practices and procedures used in the disposal of solid waste materials; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely; ability to establish successful relations and communications with others; physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in engineering, environmental studies, planning or one of the natural sciences*, and one year of experience in environmental management (natural resource protection) or solid waste management, or analysis experience directly related to environmental management or solid waste management; **OR**
- (B) Completion of a minimum of 60 semester credit hours of study at a regionally accredited or New York State registered two or four-year college or university including a minimum of 12 semester credit hours in natural science* and three years of environmental management or analysis experience at least two years of which is directly related to solid waste management .

DEFINITION: "Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, minerology, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

NOTE: Verifiable part-time and/or volunteer experience as described above will be pro-rated toward meeting full-time experience requirements.

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