

Jurisdiction: Oneida-Herkimer Solid
Waste Management Authority
Jurisdictional Class: Competitive
Revised: 10/2/90

DIRECTOR OF RECYCLING

DISTINGUISHING FEATURES OF THE CLASS: This position involves providing administrative assistance to the Executive Director in the development and implementation of a workable program for the sanitary disposal of solid waste. The work includes the integration of both public and private facilities for accepting, hauling, processing and disposing of solid waste (including sewage sludge) generated within the region. General direction is received from the Executive Director of the Oneida-Herkimer Solid Waste Management Authority. Supervision may be exercised over technical, engineering, legal and financial consultants. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Revises and evaluates environmental impact report applying to specific solid waste management programs;

Describes and interprets county solid waste and recycling programs to area local governments and assists their participation in those programs;

Conducts research into new technologies which could improve solid waste management practices in the county;

Assists and/or coordinates efforts of personnel from a variety of disciplines (including planning, engineering, finance, law, environmental analysis) in resolving solid waste disposal problems;

Communicates the agency's philosophy, goals, and objectives to public officials and the general public via news releases, and speaking before groups;

Reviews and keeps abreast of federal, state and local policy, rules, and regulations involving environmentally related matters;

Supervises subordinate personnel when needed;

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 environmentally sound development of recycling and disposal programs;

Advises departments and boards on 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 solid waste management;

Assists in the preparation of grant applications for a variety of state and federal funds.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern practices and principles of solid waste management, technology, procedures and equipment; good knowledge of business practices and procedures used in the disposal of solid waste materials; ability to analyze and recommend various alternatives to solid waste management; 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 the demands of the position.

MINIMUM QUALIFICATIONS: 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*, supplemented by one year of environmental management or analysis experience directly related to 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 directly is related to solid waste management; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: "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, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

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