

Recycling and Materials Management Director Tompkins County

Department: Recycling and Materials Management

Classification: Non-competitive

Labor Grade: Management Grade 88

Approved: Originally approved as Solid Waste Manager 07/14/87. New title of Director is the result of 2017 Charter Review 01/12/18

Revised: NYS CSC 12/18/2019 approved as Non-competitive; 5/2023

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State Department of Education registered college or university with a Master's Degree in Civil Engineering, Environmental Engineering, Environmental Studies, Planning, Sustainability, or Environmental Health or related field **AND** six years of full-time, paid experience, three years of which must have been in a supervisory capacity, **AND** demonstrated experience in the oversight of planning and implementing programs, projects and operations to reduce waste, waste management, sustainability, environmental management and other work related to waste **OR**

(b) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in Civil Engineering, Environment Engineering, Environmental Studies, Planning, Sustainability, or Environmental Health, **AND** eight years of full-time, paid experience, three years of which must have been in a supervisory capacity **AND** demonstrated experience in the oversight of planning and implementing programs, projects and operations to reduce waste.t; **OR**

(c) Any combination of training and experience equal to or greater than that described in (a) or (b) above.

SPECIAL REQUIREMENT:

This position is considered to be a public officer. Pursuant to Article 3 of the NYS Public Officers law, the holder of this position must be a United States citizen and a resident of Tompkins County.

DISTINGUISHING FEATURES OF THE CLASS:

The Director of Recycling and Materials Management is responsible for providing leadership in achieving the mission of the Department to develop and implement a sustainable materials management strategy for Tompkins County. Aligned with the goals of the long-term Local Waste Management Plan, this position is tasked with laying the groundwork for and overseeing key actions that incentivize diversion of waste from disposal by incorporating strategies such as waste reduction, reuse, recycling, organics management, toxicity reduction, and rethinking waste to foster a circular economy. The Director is also responsible for planning, organizing and coordinating operational activities of recycling and waste residue and closed landfill environmental compliance. This position provides professional oversight for the Department's financial system and budget. As an enterprise fund, the Director is responsible for managing the revenue stream, including annual fees, disposal and other miscellaneous fees, recycling revenues, and grant funds. This position provides technical planning and oversight for capital construction projects, including budgets. This position involves a high level of autonomy and independent judgement.

The Director shall report to the County Administrator for the implementation of policies established by the County Legislature.

TYPICAL WORK ACTIVITIES:

- Responsible for providing leadership for directing the programs, operations, and financial, and administrative functions of the Department of Recycling and Materials Management.

- Oversees the programs that further the organization's waste diversion goals with a strong emphasis on waste reduction, reuse, organics, toxic reduction and rethinking waste.
- Manages and supervises staff and oversees employee hiring, training, employee performance, teamwork and succession planning.
- Responsible for coordinating the development of the 10-year Solid Waste Management Plan and updates as required by the NYS Department of Environmental Conservation.
- Oversees the preparation of the annual and multi-year operating budgets including expenses and revenues for the Department Enterprise Fund in accordance with legislative guidelines.
- Provides recommendations to the County Administrator for fees including annual fees, disposal fees, recycling revenues, grant revenues and other miscellaneous funding sources.
- Develops strategies for financial stability for the enterprise fund and provides regular updates to the County Administrator and Legislature.
- Oversees long-range capital planning for the construction and repairs at the Recycling and Solid Waste Center, weigh scales, closed landfills and department equipment.
- Directs the Department's operations, including contractual operations during work and off-hours.
- Oversees grant applications, award and reporting requirements of federal and state grant opportunities for infrastructure improvements, program and operations grants, education and outreach funding and outreach grants.
- Works in partnership with County officials, consultants, and contractors related to the legal, engineering and environmental aspects of contract management.
- Works with the Planning Commissioner in implementing sustainable strategies that reduce greenhouse gas emissions and climate smart community success.
- Maintains high level contact with local community leaders, and representatives of business and industry regarding diversion and sustainability objectives.
- Engages key stakeholders at colleges, municipal governments, the Chamber of Commerce and citizen groups to collaborate in stimulating behavior to rethink waste management strategies.
- Communicates with community groups and other stakeholders to facilitate public involvement.
- Establish an annual communication plan to further public engagement through a website, social media, newsletters, articles and press releases.
- Exceptional ability to oversee the preparation of a detailed and comprehensive Local Solid Waste Management Plan (LSWMP) that guides the County's waste diversion initiatives for a 10-year planning period.
- Exceptional ability to make professional decisions that require advanced knowledge and skills, especially for controversial initiatives with tight deadlines;

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the purpose, principles, policies and practices employed in the planning and implementation of sustainable materials management including but not limited to waste reduction, reuse, recycling, organics management, household hazardous waste collection closed landfill environmental monitoring, and residue disposal.
- Knowledge of industry equipment for collection, processing, and waste minimization.
- Knowledge of waste management industry safety practices and procedures;
- Comprehensive knowledge of the principles and practices of administrative management including planning and organizing the work of others, program development and implementation, supervisory methods and protocols, financial management of a large enterprise fund, preparing annual and multi-year operating and capital budgets, reporting to the County Administrator and Legislature as well as
- Excellent verbal and written communication and customer service capabilities.
- Thorough operational knowledge of recycling and waste processes and materials handling, including safety protocols.
- Thorough knowledge of federal, state, local laws and regulations affecting sustainable materials management
- Strong ability to analyze and interpret complex data and provide spreadsheets, charts and graphs for presentation to decision-makers:
- Strong ability to prepare written reports of a complex and technical nature
- Ability to understand and carry out complex oral and written
- Ability to develop and negotiate contracts with consultants and contractors;
- Ability to work effectively with municipal and business officials, private citizens, community groups and private contractors and consultants
- Ability to prepare written reports of a complex and technical nature;

- Dependability and resourcefulness;
- Tact and excellent judgment;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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