

## **Deputy Director of Recycling and Materials Management (Promotional) Tompkins County**

**Department:** Recycling and Materials Management  
**Classification:** Non-competitive  
**Labor Grade:** Management Grade 86  
**Approved:** New title as a result of the Charter Review adopted 2017  
**Revised:** 12/19 NYS CSC approved as NC  
**By:** LG, Deputy Commissioner of Human Resources

### **QUALIFYING EXPERIENCE FOR PROMOTION:**

Admission to this departmental promotion will be limited to current employees of the Tompkins County Department of Recycling and Materials Management. Applicants must currently hold, and have continuously held, at least one year of experience in the title of Waste Reduction and Recycling Coordinator OR must currently hold and have continuously held, at least 5 years of experience in lower level titles within the Tompkins County Department of Recycling and Materials Management.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

### **SPECIAL REQUIREMENTS:**

The candidate must possess a valid New York State Driver's License Class D at the time of appointment and maintain license through the duration of the appointment.

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for assisting the Recycling and Materials Management Director with the planning, organizing, coordinating and overall management of the programs and operations of the department. The Deputy Director will act for and in place of the Director in his/her absence. The incumbent of this position is responsible for the efficient and effective utilization of staff, contractors, consultants, equipment, materials and operations. This position involves a great deal of contact with contractors, municipalities and the public. Work is performed under the general supervision of the Recycling and Materials Management Director in accordance with applicable federal, state and local standards and laws, and established County policies and procedures. This position involves a high level of autonomy and independent judgment and is policy influencing and confidential in nature. Supervision is exercised over program supervisors and staff, including weigh scale operators. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Maintains relationships with State and Federal agencies with regard to policies, requirements and compliance with laws and procedures;
- Manages, supervises materials management of the Department including staff, budget, operations, revenues projections and fees associated with enterprise fund;
- Manages, supervises staff, programs and operations, including illegal dumping enforcement and other local laws, environmental monitoring at closed landfills, the Recycling and Solid Waste Center, Scale house operations, Household Hazardous Waste Management, Recycling collection, Composting and Reuse operations;
- Oversees the development and preparation of the solid waste capital program including improvements to the Recycling and Solid Waste Center and closed landfills;
- Oversees the enforcement of solid waste local laws (e.g. illegal dumping, mandatory recycling and trash tags);
- Supervises the preparation and updating of the long-term Solid Waste Management Plan;
- Develops procurement documents, grant applications and contracts associated with Department's programs and operations;
- Works with other assistant managers throughout the County in efforts to increase efficiency and cost-savings, in addition to developing performance measures;
- Acts as primary contact with building occupants and department heads regarding materials management related issues and concerns;

- Works closely with the county attorney, professional consultants and operations contractors related to operations, engineering, legal, and environmental aspects of solid waste facilities and operations;
- Oversees contractor construction activities to ensure project completion within budget and on schedule, and conformity to contract requirements
- Prepares regulatory reports, cost analyses, project management, and feasibility studies.
- Conducts periodic inspection of the condition of buildings and equipment to ascertain maintenance needs, and makes recommendations for capital improvement projects and/or major repair, replacement, or renovation projects;
- Interviews prospective new employees and recommends the hiring of temporary and permanent employees;
- Provides information for legislative and public officials about solid waste management programs;
- Provide site safety leadership
- Investigate site accidents, near-miss incidents, and occupational injuries to determine root cause and install preventive measures.
- Acts in place of the Recycling and Materials Management Director as required.

### **KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of solid waste resource recovery technology including resource recovery;
- Working knowledge of fire prevention, rodent and pest control;
- Thorough knowledge of modern solid waste management techniques and recycling, technology
- Procedures and equipment;
- Thorough knowledge of the equipment, materials, tools, terminology and safety precautions used in solid waste operations;
- Good knowledge of federal, state and local laws and regulations pertaining to the permitting and management of materials management operations, including illegal dumping enforcement and environmental compliance at closed landfills.
- Good knowledge of the principles, methods and procedures used in developing and managing the Department budget.
- Good knowledge of the principles, methods and technical requirements in preparing bids, contracts, work plans, grant applications and analytical reports.
- Good knowledge of computer databases, software and computer use.
- Ability to interpret designs and construction specifications.
- Strong ability to plan, organize and supervise staff.
- Utilizes strategic thinking and leadership skills in decision making.
- Broad understanding of risk assessment methods used in the particular workplace
- Ability to analyze complex data and evaluate feasibility of new and existing operations and programs.
- Strong ability to work effectively with County department heads, professional service providers, contractors, municipalities, business officials, advisory committees and the public.
- Strong ability to develop long-term materials management plans and anticipate future requirements.
- Ability to work under stress conditions and tight deadlines.
- Ability to understand and carry out complex oral and written instructions.
- Dependability, tact, initiative, resourcefulness and good judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created 01/12/2018

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