

RECYCLING MANAGER

TOMPKINS COUNTY

Department Public Works; Solid Waste
Classification Competitive
Labor Grade Management Grade N (84)
Approved Reclass of Recycling Supervisor 07/13/09
Revised _____
By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

This is a management position involving responsibility for supervising, planning, and coordinating programs, contracts and operations related to recycling and waste reduction. The incumbent of this position is responsible for the efficient and effective use of staff, contractor's equipment, and materials. The work is performed under the general supervision of the Solid Waste Manager with wide leeway for independent judgment and high autonomy in carrying out the work. Supervision is exercised over all staff associated with weigh scale operations, recycling and waste reduction programs and contracted operations. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

- Oversees the operation of the Recycling and Solid Waste Center (RSWC), including reviewing the Operation and Marketing plan and monitoring key performance indicators associated with the contract;
- Supervises professional and non-professional staff associated with disposal and waste reduction programs and operations;
- Supervises weigh scale operations including staff training and scheduling, scale maintenance and coordinating a work team to provide continuous improvement in customer service at the RSWC;
- Develops procurement documents and contracts for the collection, processing and marketing of recyclable materials;
- Oversees the contract for the transportation and disposal of solid waste to a state approved landfill and assists in preparing bid documents associated with the contract;
- Assists in the preparation of annual and long-term budgets for recycling and waste reduction operations and programs;
- Develops program and cost analyses, work plans and other studies to evaluate efficiencies and opportunities for cost-savings and increased waste reduction opportunities;
- Supervises the waste assessment program that assists businesses, schools and institutions with on-site opportunities to reduce waste;
- Provides technical information to the legislative and public officials about recycling and waste reduction programs and operations;

CONTINUED ON NEXT PAGE

RECYCLING MANAGER (Continued)

RECYCLING MANAGER (CONTINUED)

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of the principles and methods used in operating recycling processing and garbage transfer facilities;
- Comprehensive knowledge of federal, state and local laws and regulations, that pertains to management of operations for solid waste; including recycling, composting, and disposal of garbage.
- Strong ability to plan, organize and supervise professional and non-professional staff associated with recycling, composting and disposal operations;
- Comprehensive knowledge of the principles, methods and technical requirements used in preparing bids, contracts, work plans and schedules, grant applications, and reports;
- Good knowledge of safety and emergency procedures at the RSWC;
- Strong ability to keep abreast of recent developments associated with programs and operations to reduce waste and evaluate their applicability to the Solid Waste Management Plan;
- Good inspection and observation skills
- Ability to analyze complex technical and financial data related to projects and operations and to solve complex situations efficiently and effectively;
- Ability to work effectively with a broad range of internal and external customers including department heads, municipalities, schools, colleges, business representatives, residents and contractors;
- Good knowledge of computer databases and software;
- Strong ability to maintain good public relations skills and secure the cooperation of others;
- Ability to understand and carry out complex oral and written instructions;
- Dependability, tact, resourcefulness and good judgment are required;
- Work involves lifting heavy objects, reaching, repetitive motion and risk associated with disagreeable conditions at the RSWC during inspections.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered college or university in environmental technology, operations management, business administration or a closely related field AND four years of paid broadly-based experience in implementing recycling and solid waste programs and operations, two of which must have been in a supervisory or management capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university in environmental technology, business administration, or closely related field AND six years of paid broadly-based experience in implementing recycling and solid waste programs and operations, and two of which must have been in a supervisory or management capacity;
- (c) Graduation from high school or possession of a high school equivalency diploma and eight years of paid broadly-based experience in implementing recycling and solid waste programs and operations, and two of which must have been in a supervisory or management capacity;
- (d) Any combination of training and experience equal to or greater than that described in (a) (b) and (c) above.

SPECIAL REQUIREMENTS

Effective, April 1, 1992, possession of a New York State Drivers License Class D is required at the time of appointment

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