

# Sanitation Specialist Tompkins County

**Department:** Tompkins-Seneca-Tioga BOCES

**Classification:** Competitive

**Labor Grade:** 0

**Approved:** 6/7/95

**Revised:** 10/10/19

**By:** LG, Deputy Commissioner of Human Resources

## **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited New York State registered two-year college with an Associates Degree in Mechanical Technology or related field; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of experience in solid waste collection or in the operation and maintenance of industrial/commercial motor vehicle equipment.

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

## **SPECIAL REQUIREMENTS:**

Possession of a valid CDL (Commercial Driver's License) with an Air Brakes endorsement at the time of appointment and maintenance of such license throughout the life of employment.

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

This work involves responsibility for the direction and supervision of the collection of solid waste. In addition to overseeing the daily activities of the work crews engaged in the collection of solid waste, the incumbent participates in programs to increase public awareness of solid waste problems and solutions. The Sanitation Specialist also maintains statistical records and assists in the preparation of the program budget. The work is performed under the general supervision of the Facilities Director. Performs related duties as required.

## **TYPICAL WORK ACTIVITIES:**

- Operates and drives a truck daily in connection with the collection of garbage, refuse, recycling, ashes and snow, and in the transportation of materials such as sand, stone, gravel, dirt and various supplies;
- Plans and supervises the work involved in the collection of solid waste;
- Develops and refines collection routes and schedules;
- Assigns workers and equipment to collection routes for the most efficient and economical operations;
- Oversees the maintenance of motorized equipment;
- Recommends the need for replacement or major repair of sanitation equipment;
- Maintains personnel, equipment and other records related to solid waste activities;
- Conducts investigations and studies, and provides recommendations on solid waste proposals;
- Supervises and directs the collection and disposal of garbage, refuse, trash and recyclable materials;
- Initiates and participates in programs to increase public awareness of solid waste problems and solutions; Prepares the sanitation budget.

## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of the methods, practices, tools, equipment, terminology and safety precautions associated with solid waste refuse collection and disposal;
- Good knowledge of modern methods used to collect and dispose of recyclable materials, including knowledge of materials that are recyclable and available markets for recyclable goods;
- Good knowledge of federal, state, local laws and regulations related to solid waste management;
- Ability to lay out, direct and supervise the work of crews engaged in solid waste refuse collection;
- Ability to establish and maintain effective work relationships with others;
- Ability to maintain records and reports related to solid waste management;
- Ability to understand and follow oral and written direction;

- Ability to communicate effectively, both orally and in writing;
- Ability to understand and interpret rules and regulations;
- Ability to prepare statistical and budget reports;
- Willingness to work in adverse weather conditions;
- Dependability, resourcefulness, tact, and good judgment;
- Physical condition commensurate with demands of the position.

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