

SOLID WASTE OPERATIONS SPECIALIST

Tompkins County

Classification: Competitive

Labor Grade: 12

Approved: 0

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, Natural Resources Management, Environmental Studies/Technology, or a related field **AND** one year of experience in environmental operations as a field technician in one or more of the following areas; solid waste management, recycling and/or composting; **OR**

(b) Graduation from a regionally accredited or New York State registered two-year college with an Associate's degree in Engineering, Natural Resources Management, Environmental Studies/Technology, or a related field **AND** three years of experience in environmental operations as a field technician in one or more of the following areas; solid waste management, recycling and/or composting; **OR**

(c) Graduation from high school or possession of a high school equivalency diploma **AND** five years of experience in environmental operations as a field technician in one or more of the following areas; solid waste management, recycling and/or composting; **OR**

(d) Any equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical position which assists in planning, implementing, coordinating and evaluating the on-going solid waste operations of the Household Hazardous Waste (HHW) Program, curbside recycling program, re-use program, recycling and solid waste center and other related programs as assigned. The incumbent provides direct assistance to the general public, municipalities, educational institutions, and businesses in the coordination of Household Hazardous Waste Management Programs. This position is under the direct supervision of the Recycling Supervisor, however, considerable independent judgment is exercised in the performance of the duties of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Provides oversight of contracted vendors and assures compliance with contract agreements, state permit requirements and operational plans;
- Resolves problems associated with county solid waste, recycling, composting and HHW programs;
- Oversees the operation of the County's HHWM Depot when the facility is open for collection, as well as associated programs, such as the Product Exchange;
- Oversees the daily operation of the Recycling and Solid Waste Center, Recycling Curbside Collection Program and Recycling Drop-off Centers;
- Assists in the operation and supervision of a wide variety of solid waste projects;
- Assists in developing markets for recycled products;
- Assures compliance with operational, technical and contractual procedures along with pertinent regulations for solid waste program management at the Federal, State and Local levels;

- Conducts regular inspections of facilities for proper functioning of equipment, locks, alarms, emergency and safety systems;
- Implements and manages new HHW management programs, according to regulatory guidelines, including a hazardous waste management program for Conditionally Exempt Small Quantity Generators as well as a Product Exchange;
- Provides information to the general public regarding program specific information and requirements;
- Collects environmental samples at closed landfills and other operations; Conduct measurements and maintenance activities for research projects;
- Records data and prepares analysis report for Solid Waste programs and operations;
- Assists the general public, local municipalities, educational institutions, and businesses with solid waste and recycling concerns, waste assessments, materials marketing, etc., within the applicable regulatory framework;
- Conducts analyses and writes solid waste management reports and plans and implements projects and programs;
- Conducts research into new technologies to improve operational efficiencies and cost-effectiveness of solid waste management practices in the County.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good general knowledge of the principles, practices and techniques of solid waste management;
- Working knowledge of the Federal, State and Local laws relating to solid waste management and compliance;
- Working knowledge of solid waste, recycling and HHW related procedures and equipment;
- Skillful in verbal and written communications;
- Ability to promote proper solid waste and recycling management practices and maintain good public relations;
- Ability to work cooperatively and effectively with municipalities, education and business officials, private citizens, community groups and private contractors and consultants;
- Ability to research and market a wide variety of recycled or composted materials;
- Ability to research and formulate research projects;
- Ability to interpret and analyze biological and physical processes and data;
- Ability to understand and interpret a wide variety of oral and written instruction;
- Ability to prepare written reports of a complex and technical nature;
- Ability to make oral presentations to a variety of audiences;
- Proficient with computers, including word processing and data management.
- Ability to promote proper HHWM and maintain good public relations;
- Sound professional judgment, tact, initiative and resourcefulness;
- Physical condition commensurate with the demands of the position;