

## **ASSISTANT SOLID WASTE OPERATIONS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is technical work of a moderately complex nature involving responsibility for the various operations of the county solid waste management program, including the transfer stations and scalehouses, materials recovery facility, cocomposting facility, household hazardous waste program, yardwaste composting facilities and solid waste collection contracts. The work is performed under the general supervision of the Solid Waste Operations Manager. Supervision may be exercised over a small number of laboring personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts daily inspections of various operations of the Rockland County Solid Waste Management Authority (RCSWMA) including the transfer stations and scalehouses, materials recovery facility, cocomposting facility, household hazardous waste program and yardwaste composting facilities and informs the Solid Waste Operations Manager of significant issues;

Recommends changes in operational procedures to Solid Waste Operations Manager for evaluation;

Inspects and reviews operations, records and contracts for regulatory and contractual compliance and reports all compliance issues to the Solid Waste Operations Manager;

Compiles statistics, maintains records and generates periodic progress reports for review by the Solid Waste Operations Manager;

Assists the Solid Waste Operations Manager with coordinating activities of various municipalities serviced with the operations of the RCSWMA facilities and programs;

Assists the Solid Waste Operations Manager in ensuring compliance with all safety and health procedures and policies;

May supervise the work of laboring personnel.

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

Good knowledge of modern methods, techniques, practices and equipment relating to solid waste management and disposal; good knowledge of federal, state, and local laws and regulations pertaining to solid waste disposal; good knowledge of generally routine statistical gathering and analysis including marketing research techniques; ability to deal effectively with people; ability to prepare clear and concise oral and written reports; ability to express oneself clearly and effectively, both orally and in writing; ability to understand and carry out complex written and oral instructions.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in engineering, environmental science or field related to solid waste management and three (3) years of paid work experience in solid waste management operations of an administrative or supervisory nature. Such work experience must have included a responsibility for overseeing at least one segment of a solid waste management facility.

**NOTE:** Three (3) additional years of the required experience may be substituted for the specialized Bachelor's degree.

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Competitive

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