

## **SOLID WASTE OPERATIONS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and supervisory work of a complex nature involving responsibility for the various operations of the county solid waste management program, including the transfer station and scalehouse materials recovery facility, co composting facility, household hazardous waste program, yard waste composting facility and solid waste collection contracts. The work is performed under policies and guidelines established by the Rockland County Solid Waste Management Authority with latitude for considerable independent judgment, discretion and initiative. Supervision is exercised over a small number of laboring personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews the contracts for the various operations of the Rockland County Solid Waste Management Authority (RCSWMA) including the transfer station and scalehouse, materials recovery facility, co composting facility, household hazardous waste program, yard waste composting facility, and solid waste collection contracts by conducting inspections, and reviewing records and reports for compliance;

Conducts daily inspections of various operations to ensure that: waste being processed is acceptable, facilities are clean and in good repair, equipment is properly operating and being maintained, there are no noxious odors, operators are complying with permits, etc.;

Researches technical data, compiles statistics, and maintains records and generates periodic progress reports for review by the RCSWMA;

Establishes and maintains on-going relationships with local municipal officials, businesses and institutions to coordinate and encourage the development of a recycling program;

Monitors contracted services to insure compliance, quality of service and control and operating costs;

Coordinates activities of various municipalities serviced with the operations of the Authority's facilities and programs;

Helps to prepare work plans, brochures, and information articles for the Authority;

Requisitions materials and supplies;

Ensures compliance with all safety and health procedures and policies;

Administers registration/permit system for carters utilizing Authority facilities;

Administers rebate/charge program for commercial, institutional and non-county users of the facilities.

### **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 modern administrative and management techniques; good knowledge of generally routine statistical gathering and analysis including marketing research techniques; ability to plan, develop and implement an effective solid waste management program; ability to prepare clear and concise oral and written reports; ability to express oneself clearly and effectively, both orally and in writing; ability to develop and negotiate contracts; ability to understand and carry out complex written and oral instructions.

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**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Engineering, Environmental Science, or field related to solid waste management; and five (5) 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.

**PROMOTION:** One (1) year of permanent competitive class status as an Assistant Solid Waste Operations Manager.