

ASSISTANT COMMISSIONER - ENVIRONMENTAL PROJECTS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is a member of the senior leadership team in the Department of Environmental Facilities and is responsible for planning, implementing and promoting the County's Solid Waste Management Plan, including programs associated with the County transfer stations, Material Recovery Facility, Household-Material Recovery Facility, and food waste recycling. The incumbent is also responsible for the coordination and oversight of the department's NYS Consent Orders and Federal Administrative Orders and advises on the actions necessary to comply with such Orders; also responsible for the coordination of case management related to violations of the County's Source Separation Law and Sewer Act. Responsibility involves monitoring these projects to ensure compliance with Federal, State and local environmental regulations and standards. Supervision is exercised over professional and support staff, with administrative oversight over compliance efforts. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates and manages NYS Consent Orders and Federal Administrative Orders within the department, encompassing supervision of the Project Managers for each order;

Acts as the departmental liaison with NYSDEC and USEPA;

Collaborates with DEC and EPA representatives to ensure thorough understanding of, and requirements for effective operational remediation associated with Consent Orders and Administrative Orders;

Oversees the activities of the various consultants contracted to provide special expertise or services in the planning, implementation and operation of the Solid Waste Division projects and facilities;

Advises senior leadership in the formulation of practices and procedures for special environmental projects or the environmental aspects of broader departmental operations;

Participates in the development and implementation of project objectives and schedules to ensure compliance with the Solid Waste Management Plan, including, but not limited to, oversight of Solid Waste facilities and contracts for facilities operation and construction activities;

Manages and oversees the Residential Food Scrap Transportation and Disposal (RFSTAD) program and administers the Inter-Municipal Agreements (IMAs) and the hauler contract responsible for food scrap collection and delivery;

Oversees administration of the enforcement provisions of the County Sewer Act, including drafting of charges and representing the Department in Administrative Law proceedings;

Prepares Notices of Violation of the County's Source Separation Law for issuance to waste generators, including haulers and other commercial businesses, school and other institutions; represent the Department in Administrative Law proceedings;

EXAMPLES OF WORK: (Illustrative only) (cont'd):

Supervises the Refuse and Recycling Division Enforcement Program, including inspections performed by DEF inspectors and the preparation and issuance of violations of the Source Separation Law and Upon Request Law;

Responsible for the daily operations of the Household- Material Recovery Facility, ensuring compliance with vendor contracts and regulatory requirements;

Interfaces with other County departments such as Planning, Public Works, Transportation, Parks, etc. to coordinate planning on projects which may impact natural resources and the environment;

Oversees preparation of grant applications and other special funding resources for Solid Waste Division projects and studies;

Ensures the appropriate and timely reporting of statistics, inspections, studies and other documentation, as required;

Provides professional advice and expertise regarding the environmental and legal requirements and impact of proposed projects;

Reviews the purchasing and replacement of equipment and materials used in Solid Waste Division projects and facilities and on-going operations to ensure compliance with environmental standards and goals;

Keeps abreast of trends and developments in the solid waste, recycling and environmental management fields by attending conferences and meetings of professional organizations, civic groups, and public referendums;

Acts as representative of the Commissioner on environmental issues, as requested;

Uses computer applications or other automated systems such as spreadsheets, word process, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of managing solid waste and recycling projects, particularly those aspects involving environmental issues and compliance; thorough knowledge of best practices to promote regulatory compliance with state consent orders and federal administrative orders; thorough knowledge of federal, state and local regulations and standards which apply to the environmental impact of existing and proposed projects under the jurisdiction of the Department of Environmental Facilities; ability to develop and implement major environmental projects; ability to coordinate the activities of professional engineers, consultants and operational staff; ability to relate well with public officials, regulatory agency staff, civic groups, and the public; ability to compile statistics and reports to meet stated objectives; ability to assess issues and problems and take corrective action;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (cont'd)

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's degree* in Environmental Science or closely related field, or a Juris Doctorate*; and ten years professional experience in solid waste legal or operational issues.

*SPECIAL REQUIREMENT: Possess and maintain a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.