

ASSISTANT COMMISSIONER OF SOLID WASTE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Deputy Commissioner responsible for the Refuse & Recycling/ Solid Waste Division, the incumbent of this class is responsible for the oversight, administration, planning, coordination and direction of all operational, maintenance and repair programs for the County's solid waste, recycling, household hazardous waste and landfill facilities including the monitoring of all machinery and equipment. The incumbent is responsible for monitoring and effectively administering all vendor contracts related to solid waste management operations. The incumbent develops plans, procedures and guidelines for general maintenance projects and supervises personnel involved in solid waste management. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs the administration, operation, maintenance, and repair of solid waste disposal facilities in the County including material recovery facility, refuse transfer stations, household material recovery facility, refuse transfer fleet and landfills, as well as maintenance of facility equipment, and appurtenances;

Directs the administration and operation of procedures designed to measure the efficiency of solid waste disposal operations including materials recovery facility, transfer operations, and vehicle fleet operations;

Ensures appropriate operations for closed landfill management;

Maintains an awareness of regulatory requirements regarding solid waste management operations and ensures County compliance with federal, state, and local regulations;

Maintains a relationship with solid waste vendors and ensures that contracts are properly implemented and administered;

Researches, develops and implements new solid waste initiatives to enhance efficiency and effectiveness of County solid waste practices and procedures, while limiting expense;

Plans, directs and participates in the production of special studies and reports;

Coordinates all maintenance operations to ensure that projects are efficiently executed with respect to personnel, equipment and materials and are executed in accordance with good construction practices;

Participates in the development of the Refuse District's Capital Plan to ensure the necessary replacement and repair of solid waste facilities and equipment;

Maintains a detailed inventory of machinery and equipment, including type and current value, to ensure adequate support for on going and future maintenance projects;

Conducts regular inspections, and monitors maintenance records and manufacturer's manuals on machinery and equipment to insure their maximum efficiency, effectiveness and durability, and to protect the County's investment;

EXAMPLES OF WORK: (Cont'd)

Prepares and coordinates specifications, bids, contracts, grants, and related documents for equipment purchases and sales;

Meets with vendors regarding contracted services, along with the purchasing of new equipment and machinery, and conducts follow up from the bid process through requisition to ensure compliance with required specifications;

Directs the preparation of operating and analytical records to be used in periodic reports for the Commissioner and Deputy Commissioner, plus other agencies as required;

Analyzes records, statistical reports, daily operations reports, etc., and directs changes in operating procedures as necessary;

Advises and consults with department and other officials about maintenance needs, appropriate methods;

Interviews and hires personnel, assigns and supervises work, resolves personnel problems and addresses personnel issues as per departmental procedures;

Confers with the Risk Management to review safety procedures in the use of equipment and machinery;

Directs the purchasing activities for the division's facilities and hauling fleet and ensures that expenditures are in accordance with established budget policies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of federal, state and local regulations regarding solid waste management; thorough knowledge of practices and procedures of equipment management and maintenance; thorough knowledge of general maintenance; thorough knowledge of operation and maintenance of transfer stations, fleet units and fixed plant equipment; ability to maintain detailed records and prepare reports; ability to plan and implement a long range maintenance program; ability to supervise a large number of and wide variety of personnel; ability to communicate clearly and effectively both orally and in writing; initiative; 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; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree* and seven years of administrative experience including three years in solid waste management with responsibility for projects and facilities; or (b) a Master's Degree* and six years administrative experience as in (a) including the specialized experience.

*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENTS: Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.

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Job Class Code: E0660
Job Group: XVI