

MANAGER - TRANSFER STATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Solid Waste Division Directors, the incumbent is responsible for the management and operation of the four County Transfer Stations and the Material Recovery Facility (MRF). Responsibility involves oversight of the collection, weighing, disposal and billing for all municipal waste as well as all contracted service. The incumbent is also responsible for the maintenance and repair of vehicles and equipment used in Solid Waste facilities. Supervision is exercised over operations, maintenance, and community relations personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers procedures designed to measure the efficiency of solid waste transfer station operations;

Develops and modifies operating procedures with the approval of senior management;

Receives and reviews records and reports, and analyzes them, to recommend changes in on-going operating procedures, with the approval of division Directors;

Maintains transfer station operation records;

Prepares reports and necessary applications to permitting agencies;

Directs the training and supervision of transfer station section personnel;

Coordinates the activities of the transfer stations to ensure that operations budget expenditures are in accordance with approved budget and established procurement regulations;

Administers contracts and subcontracts of all vendors issued to use the transfer and recycling facilities, ensuring compliance with contracts, local and federal laws and makes recommendations for service and provider changes;

Administers all contracts associated with vendors who provide services for the effective operations of the transfer stations, materials recovery facilities, weigh stations and mobile recycling events (e.g. scrap metal vendors, fire suppression maintenance, weigh scale software and equipment etc.);

Analyzes and reviews vendor estimates and invoices to ensure receipt of expected services within budgeted guidelines;

Oversees the transfer station budget to ensure that expenditures and purchases remain within the planned budget, notifying senior management of any significant variances;

Assists in preparing annual budget plans by assessing and recommending equipment needs, non-recurring repairs, and capital projects to ensure the effective operations of the transfer stations;

Assists in planning transfer station modifications including the selection and placement of equipment;

Inspects physical condition of transfer station facilities and equipment, including storm water and leachate collection systems, schedules maintenance, reports on condition and sets priorities for major repair or replacement;

Maintains awareness of compliance standards with current laws and regulations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Oversees the department's recycling collection crews;

May be required to drive heavy motor equipment to manage district equipment, training of subordinates, conduct or oversee minor repairs of equipment or to deliver equipment for major repairs;

Inspects and oversees contractor repair work to facility equipment, including heavy motor equipment.

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of business and public administration; Good knowledge of recycling and solid waste industry operations, good knowledge of the laws applicable to solid waste and recycling, knowledge of the Countywide recycling efforts, knowledge of contract management and procedures, ability to manage personnel; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the department; ability to analyze financial and statistical data and communicate it effectively to non-financial personnel; ability to coordinate operations with other divisions and departments, contractors, outside vendors and communities; 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; reliability; tact; courtesy; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and seven years of experience working in or for a public solid waste agency where a primary function of the position was in the collection, disposal or transfer of solid waste and/or recyclables process, which included or was supplemented by two years of general contract management experience.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the required experience. There is no substitution for the two years of contract management experience.

SPECIAL REQUIREMENT: Possess and maintain a valid Commercial Driver's License, Class B.

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

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Job Class Code: C2377
Job Group: XII