

PROGRAM ADMINISTRATOR (SOLID WASTE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class will research issues, formulates plans and recommend implementation of programs related to recycling. Further, an incumbent ensures programs are in compliance with federal, state, and local laws. An incumbent assists with planning for implementation of programs, and reviews and evaluates existing programs, systems and procedures relating to the solid waste management. The position involves considerable contact with municipal officials, other County departments, and private organizations. There is considerable leeway for independent judgement and initiative in carrying out assigned projects. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Participates in the planning and implementation of new programs and procedures;

Supervises and directs new and existing programs and procedures;

Administers and prepares annual municipal reports for submission to state regulators;

Prepares and maintains charts and descriptions of solid waste and recycling program statistics, work processed, work flow, work distribution and work-in-progress in order to analyze, recommend, and implement programs, proposals and systems;

Directs and provides staff supervision, training, technical assistance and guidance to employees, as needed;

Prepares and assists in the preparation and submission of solid waste management facility permits in compliance with all regulations and State requirements;

Consults with municipal officials, other County Departments, residents and businesses, providing information and advice to aid in the development of solid waste management programs and related activities;

Reviews work of outside contractors and consultants to ensure compliance with the scope of work;

Communicates with outside contractors, service organizations and the general public with respect to Solid Waste Management issues such as recycling, composting, etc.;

Represents department officials on various special project committees and County boards as required;

Reviews federal, state and local environmental legislation, including laws addressing climate change and mandatory food scrap recycling, to determine impact on operations;

Uses computer applications such as spreadsheets, word processing, 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 the goals of sustainable environmental management and protection of the environment as it relates to solid waste disposal; good knowledge of recycling program implementation; knowledge of Solid Waste Management Facility operations and permit requirements, and of the equipment, materials and processes they employ; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; significant knowledge of and ability to use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; reliability; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and three years of experience in the administration and/or implementation of programs related to sustainability or environmental management, including or supplemented by one year of experience in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* may be substituted for one year of the above stated general management experience. There is no substitution for the supervisory 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 REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety and maintain same while in the title