

PROGRAM SPECIALIST (TRANSFER STATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Transfer Station Manager, the incumbent implements, coordinates and monitors programs for the Department of Environmental Facilities Solid Waste Division, focusing on transfer station operations, while assisting with contract management, inter-municipal agreements, and billing/budgeting. The incumbent will ensure compliance with regulations relating to solid waste disposal and foster ongoing participation in and adherence to the County's programs for refuse management and recycling. The incumbent is responsible for compiling and preparing the annually required Department of Environmental Conservation reports for the three transfer stations as well as the Materials Recovery Facility (MRF) and the Household Materials Recovery Facility (H-MRF). In addition, they will be responsible for researching and compiling data relating to violations of policy at the transfer station including cause, nature, and frequency of violations. The incumbent will develop plans to mitigate future incidents and implement processes to ensure continued compliance with up to date rules and regulations governing transfer stations. Additional responsibilities include oversight of regulatory monitoring and reporting on storm water management compliance at multiple assigned sites, to ensure best management practices are in place. Work at this level is performed with considerable independence with supervisory oversight provided as necessary. Supervision may be exercised over clerical and/or maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists with day-to-day operations and oversight of multiple transfer stations under the direction of the Transfer Station Manager;

Monitors and manages assigned contracts and inter-municipal agreements to ensure ongoing compliance and viability;

Collects and monitors appropriate data points and metrics to prepare accurate and timely reporting to ensure compliance with federal, state and local laws and regulations relating to assigned facility operations;

Monitors transfer station metrics to identify trends and areas for process improvement;

Makes recommendations for procedural changes and process modifications to improve operational efficiency and compliance relating to the transfer station;

Collects and maintains data relating to transfer station violations of policy (leaking trucks, tipping outside the floor, etc.) and provides consolidated reports on same for use by the Transfer Station Manager;

Assists in the implementation of procedural changes for ongoing process improvement;

Tracks and orders supplies required for effective operations;

Maintains a keen awareness of regulatory requirements and industry standards related to transfer station operations and keeps Transfer Station Manager abreast of same;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Ensures compliance of storm water management and reporting for transfer stations and recovery facilities;

Oversees storm water sampling at assigned facilities and provides timely and accurate reporting on results to the DEC;

Oversees maintenance of the storm water system at the Yonkers transfer station, including the storm water basin;

Assists the Transfer Station Manager with general facility operations along with scheduling and preparation for special events involving shredder operations and recycling crews;

Serves as the facility manager during Transfer Station Manager absence and assists with manager duties as needed;

Uses computer applications or other automated systems such as spreadsheets, word processing, 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 environmental laws, regulations and code enforcement procedures as relates to transfer stations, storm water management and solid waste material management; good knowledge of the tools, techniques, principles, mechanisms and operations of a transfer station facility; good knowledge of administrative reporting and control procedures and techniques; good knowledge and understanding of County goals and procedures relating to material recovery management; ability to write reports and present material in a concise and organized manner at both a technical and non-technical level to suit the intended audience; ability to design and present graphical information to effectively communicate information; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, ability to effectively utilize word processing, e-mail and database software; attention to detail; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High School diploma or equivalency and six years of operational experience working at a municipal transfer station which must have included responsibility for tracking metrics associated with operational efficiency or regulatory compliance.

SUBSTITUTIONS: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years. There is no substitution for the specialized experience which must have included responsibility for tracking metrics associated with operational efficiency or regulatory compliance for the transfer station.

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: (1) Possess and maintain a valid license to operate a motor vehicle in the State of New York. (2) Depending on work assignment, must meet standards of OSHA regulation(s) 1910.132-140 - Personal Protective Equipment, and will be required to meet Federal, State and local standards with respect to health and safety while in the title.

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Job Class Code: C3301
Job Group: X