

SUPERVISOR OF SOLID WASTE SYSTEMS  
(TOWN OF NEW CASTLE)

GENERAL STATEMENT OF DUTIES: Develops, promotes and manages a comprehensive integrated, solid waste management and resource recycling system for the Town of New Castle; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Public Works, this is an administrative management position responsible for planning, promoting and implementing a comprehensive solid waste and resource recycling system for the Town. Responsibilities include management and supervision of town operated solid waste and recycling systems including Town's contracts with solid waste service contractors. Position interacts with boards, committees, schools and individual residents in promoting and managing the system. Supervision is a responsibility of the class.

EXAMPLES OF WORK: (Illustrative Only)

Supervises Town collections, disposal, composting, source reduction, and recycling, and related employees and equipment;

Manages and monitors implementation of Town contracts with carters, disposal contractors, recyclers, and other units of government; takes responsibility for long term planning for solid waste disposal;

Develops and establishes systems, materials, and activities to promote conservation, recycling, composting and waste reduction;

Investigates and resolves complaints by citizens, and malfunctions in the solid waste system; coordinates enforcement of Town solid waste regulations and charges;

Compiles and evaluates information, prepares and presents periodic reports to the Town's Solid Waste Advisory Board and other Town Boards;

Negotiates contracts for materials recovery marketing; assists in negotiations with other units of government regarding solid waste issues;

Supervises and regularly participates in the operation of the Town Recycling Center;

Works to increase community participation in recycling, serves as a resource to the Town's Solid Waste Advisory Board, citizen groups and schools; attends evening and weekend meetings as necessary;

Writes correspondence, reports, evaluations, mailings, pamphlets and media releases regarding Town solid waste systems;

EXAMPLES OF WORK: (Illustrative Only)

Recommends and implements appropriate changes to comply with applicable County, State and Federal regulations and improve program effectiveness; seeks grants and participation opportunities;

Coordinates with County and other municipalities to comply with applicable County, State and Federal regulations;

Prepares and presents budgets to Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices of solid waste management, including recycling and composting; good knowledge of public/community relations; good knowledge of Federal, State and County solid waste regulations and grant programs; working knowledge of computer based spreadsheet and data management programs; working knowledge of mechanical equipment and composting methodology; ability to plan and supervise the work of others; ability to communicate both orally and in writing; ability to establish good working relationships and maintain contacts with a variety of people in private and public sector; ability to organize material, prepare reports, proposals, budgets and grants; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a recognized college or university with a Bachelor's Degree in Environmental Science or related field and 2 years experience in Solid Waste Management, one year of which shall have involved experience in a supervisory capacity; or (b) graduation from a community college with an Associate's degree in Environmental Science, or related field with three years experience as stated above, one year of which shall have involved experience in a supervisory capacity; or (c) graduation from high school or possession of an equivalency diploma and 6 years of experience in Solid waste Management, one year of which shall have involved experience in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: Possession of a valid NY Motor Vehicle Class D Operator's License and possession of a valid NY Motor Vehicle Class B Operator's License within 120 days of appointment.