

## WASTE MANAGEMENT ANALYST

DISTINGUISHING FEATURES OF THE CLASS: The work involves the on-going assessment of solid waste disposal requirements and methods in Cattaraugus County. The incumbent develops plans addressing disposal needs in both the near and long term taking into account current and proposed solid waste management regulations. Additionally, the preparation of reports and the administration of contracts dealing with landfilling, recycling, and incineration of solid waste by external vendors is a substantial part of the position. Duties are performed under the general supervision of the Commissioner of Public Works with allowance made for the use of independent judgement in carrying out the responsibilities of the position. A Waste Management Analyst does related work as required.

### TYPICAL WORK ACTIVITIES:

- Reviews new regulations and their impact on waste management practices;
- Analyzes markets for recycled materials and estimates the effect on landfill space requirements;
- Administers contracts and monitors vendor performance;
- Compiles data for annual reports and permit renewals for the New York State Department of Environmental Conservation and Federal EPA.
- Prepares periodic reports on solid waste management for the County Legislature;
- Searches for additional landfill availability and potential joint recycling ventures;
- Works with Consulting Engineers regarding proposed improvements to County resource recovery plant;
- Acts as liaison with purchasers of energy produced by the resource recovery plant;
- Reviews results of ground water monitoring at landfills;
- May act as the County's spokesperson on solid waste management.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of business and public administration practices and procedures; working knowledge of contract administration; working knowledge of solid waste disposal practices and regulations; working knowledge of business finance; skill in the preparation of written reports; ability to assemble and analyze factual data, prepare drafts, diagrams, and final reports; ability to acquire a good knowledge of solid waste disposal practices and the applicable federal, state, and local regulations; ability to express ideas and concepts clearly and concisely; ability to develop and maintain effective working relationships with municipal officials, regulatory agencies and the business community; physical condition equal to the demands of the position.

### MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, business or public administration, accounting or finance, economics, political science, civil engineering, geography, natural or environmental science;

OR

- B) Four years of experience in solid waste management, planning, business or public administration, accounting or finance, geography, or as a research analyst, grant specialist, or program monitor;

OR

- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

## CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 2/3/88

(Retitled: May 3, 1989, from Solid Waste Program Analyst)