

WASTE MANAGEMENT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating waste management operations for the County. The position carries responsibility for the efficient and economic utilization of staff, material, and equipment in the recycling, transport, and handling of solid waste in compliance with federal, state, and local regulations. The position is responsible for establishing and monitoring health and environmental standards for solid waste handling. Activities are performed under the general direction of the Commissioner of Public Works in coordination with Operations Manager, Fleet Maintenance Supervisor, and Hauling Supervisor when necessary. A Waste Management Coordinator does related work as required.

TYPICAL WORK ACTIVITIES:

- Coordinates the use of equipment and personnel for the daily handling of solid waste;
- Provides general supervision for transfer/recycling station and transport operations and other related work;
- Administers post-closure activities at inactive County landfill sites;
- Maintains records as required;
- Implements provision of Department of Environmental Conservation permits, consent orders, and other regulatory provisions for solid waste management;
- Interviews candidates for employment,
- Coordinates and makes recommendations to DPW Administration regarding hiring, discipline and firing;
- Submits requests, plans, and other information as required for Department of Environmental Conservation for consideration and approval;
- Meets with various local and/or governmental bodies to plan and/or implement solid waste management operations;
- Attend meetings as requested by the Commissioner;
- Maintains good public relations with the community;
- Works with other staff members and engineering consultants for landfill monitoring;
- Coordinates maintenance and capital projects related to both Refuse and Landfill operations
- Monitors trends and markets for recyclables and waste streams;
- Maintains annual budgets for revenue and expenses for Refuse and Landfill;
- Solicits, monitors and evaluates performances of contracted services;
- May make presentations to County Legislators or other governing boards as needed.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of public administration practices and procedures; working knowledge of modern solid waste management and disposal techniques and recycling, technology, procedures, and equipment; working knowledge of the equipment, materials, tools, terminology, and safety precautions used in solid waste operations; 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; ability to prepare reports and presentations.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in business administration, public administration, civil engineering, natural science, environmental science, or a closely related field; OR
- B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in business administration, public administration, civil engineering, natural science, environmental science, or closely related field and two (2) years of experience involving the supervision or administration of solid waste management, environmental administration or management, or public works activities; OR
- C. Graduation from high school or possession of a high school equivalency diploma and four years of experience involving the supervision or administration of solid waste management, environmental administration or management, or public works activities.

CATTARAUGUS COUNTY CIVIL SERVICE

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