

## **SOLID WASTE MANAGEMENT SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This position provides technical assistance to all project components of the Department of Public Works, Division of Solid Waste. The work involves conducting research, planning, design and construction of solid waste management initiatives and facilities. The work is performed under the general supervision of the Director of Solid Waste Management (DSWM) with leeway allowed for the use of independent judgement. Supervision may be exercised over part-time clerical staff, consultants, volunteers, temporaries and interns. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Drafts or reviews technical reports, manuals, bid specifications, contracts, position papers, grant applications, and program budgets, including but not limited to Long Term Maintenance and Closure Financial Assurance documents;

Develops and manages vendor contracts and serves as the Project Manager for landfill construction projects;

Reviews landfill designs and as-built documents and drawings;

Provides methods for increasing public knowledge of waste management problems and solutions as well as participates in related public information programs;

Conducts research into new technologies which could improve solid waste management practices in the County;

Reviews and keeps abreast of Federal, State and local policy, rules and regulations involving environmental protection and health, including air, waste, soil, and water media, recycling, material recovery, landfilling, waste reduction, composting and other related matters;

Acts as a consultant to municipal departments and boards on the environmental impact of actions of solid waste decisions being considered;

Provides technical information on solid waste to local policy makers and provides information about same to public;

Gathers, verifies, analyzes and prepares data for presentations on solid waste issues;

Conducts research and surveys for planning existing and future solid waste projects;

Researches, plans and writes technical specifications and requests for proposals, quotes and qualifications;

Assesses current county solid waste management and waste collection practices;

Develops proposed regulations and procedures to ensure compliance with County and State regulations, as well as maximize goals of the Division with regard to landfilling, composting, waste reduction, and reduction of toxins;

Maintains contact with appropriate State officials;

Prepares grant applications, permit applications and other administrative reports as required;

Conducts investigations and studies while analyzing and providing recommendations on all aspects of managing solid waste;

Inspects the landfill for compliance with various permits;

Prepares periodic compliance reports for submittal to the New York State Department of Environmental Conservation and United States Environmental Protection Agency;

Oversees implementation and modification of environmental monitoring programs;

Manages the Division of Solid Waste Management's Safety programs;  
Provides industrial waste and contaminated soil screening for acceptance at the landfill through analytical review and evaluation;  
Manages contract and activities of the LFG-to-energy generator and receives royalty payments for the County;  
Oversees the Colesville Landfill Superfund Site Project.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of solid waste management techniques, procedures and equipment;  
Good knowledge of basic computer applications such as Word, Excel, and Power Point;  
Working knowledge of Federal, State, and local laws related to Solid Waste Management and compliance with all pertinent environmental regulations;  
Ability to communicate effectively, both orally and in writing;  
Ability to research and formulate technical reports, including a working knowledge of chemistry;  
Ability to communicate effectively with municipal, educational and business officials, private citizens, community groups, private contractors and consultants;  
Ability to plan, organize and formulate research projects;  
Ability to review statistical and environmental data;  
Ability to plan, develop, and evaluate solid waste management strategies;  
Ability to analyze and recommend various alternatives for solid waste management including landfilling, re-use and composting;  
Sound professional judgement.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in engineering, environmental science, natural resource management or closely related field, AND one (1) year of experience involving construction projects, field inspections, and/or environmental assessment; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering, environmental science, natural resource management or closely related field, AND three (3) year of experience involving construction projects, field inspections, and/or environmental assessment; OR
- C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the appropriate level of Motor Vehicle Operator's License.