

## ASSISTANT COMMISSIONER OF SOLID WASTE

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this class is responsible for the administration, planning, coordination and direction of all maintenance and repair program for the County's solid waste facilities including the monitoring of all machinery and equipment. The incumbent sets priorities to meet departmental goals and objectives. The incumbent participates in the preparation and implementation of the non-recurring, capital and miscellaneous budgets for solid waste projects. The incumbent develops plans, procedures and guidelines for general maintenance projects and supervises a large number of maintenance personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Coordinates all maintenance operations to ensure that projects are efficiently executed with respect to personnel, equipment and materials and are executed in accordance with good construction practices;

Maintains a detailed inventory of machinery and equipment, including type and current value, to insure adequate support for on going and future maintenance projects;

Conducts regular inspections, and monitors maintenance records and manufacturer's manuals on machinery and equipment to insure their maximum efficiency, effectiveness and durability, and to protect the County's investment;

Meets with vendors regarding the purchasing of new equipment and machinery, and conducts follow up from the bid process through requisition to insure compliance with required specifications;

Confers with the Director of Risk Management to review safety procedures in the use of equipment and machinery;

Directs the administration, operation, maintenance and repair of solid waste disposal facilities in the County including material recovery facility, refuse transfer stations, updated incinerators, tractor-trailers, refuse transfer fleet and ash residue disposal facility equipment, and appurtenances;

Directs the administration and operation of procedures designed to measure the efficiency of solid waste disposal operations including materials recovery facility, transfer operations, ash residue disposal facility and vehicle fleet operations;

Directs the purchasing activities for the division's operations and ensures that expenditures are in accordance with established budget policies;

Directs the preparation of operating and analytical records to be used in periodic reports for the Commissioner and Deputy Commissioner plus other agencies as required;

Plans, directs and participates in the production of special studies and reports;

EXAMPLES OF WORK: (Cont'd)

Analyzes records, statistical reports, daily operations reports, etc., and directs changes in operating procedures as necessary;

Participates in the preparation of the annual departmental budget;

Participates in the preparation and monitoring of the annual budget including planning and costing non-recurring projects and the acquisition of new equipment and machinery;

Advises and consults with department and other officials about maintenance needs, appropriate methods;

Interviews and hires personnel, assigns and supervises work, resolves personnel problems and disciplines personnel.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of practices and procedures of equipment management and maintenance; thorough knowledge of general maintenance; good knowledge of the operation and use of all types of construction equipment and machinery; ability to read and interpret technical repair manuals and specifications of construction equipment and machinery; ability to make cost estimates on current market value of construction equipment and machinery; ability to maintain detailed records and prepare reports; ability to plan and implement a long range maintenance program; ability to supervise a large number of and wide variety of maintenance personnel; ability to communicate clearly and effectively both orally and in writing; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* with a major in Engineering or Business Administration and eight years of administrative experience including five years in recent solid waste management with responsibility for projects and facilities; or (b) a Masters Degree\* in Engineering, Business or Public Administration and seven years administrative experience as in (a) including the specialized experience; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

\*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.