

## ASSISTANT DIRECTOR OF OPERATIONS - SOLID WASTE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for the operation, management and maintenance of all County operated transfer stations, appurtenant equipment and the tractor trailer fleet in the Westchester County Solid Waste Management Plan. The incumbent directs, coordinates and supervises the activities of transfer stations. The incumbent monitors transfer station management and the operating contracts and is directly involved in scheduling total fixed plant equipment repairs. The Assistant Director also directs the preventive maintenance program and repair of associated motor vehicles and rolling stock. Allocates and schedules solid waste delivery from transfer stations and direct delivery to the Resource Recovery Facility. Supervises a large number of subordinate staff and operations personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Schedules work and assigns personnel to effectively and efficiently complete work;

Schedules reporting activities and assignments of County personnel at the Transfer Station facility;

Directs and coordinates the preventive maintenance program for all transfer station equipment, including compactors, building and weigh scale repairs to reduce down-time;

Coordinates and participates in the hiring, training of County transfer station personnel;

Maintains operational and analytical data to be used in monitoring daily activities and to be used in periodical reports;

Recommends changes in operational procedures and schedules and presents to Director for evaluation;

Prepares transfer station requisitions for contractual payments, materials, supplies, etc. necessary to maintain a continual operation of the transfer station facilities;

Inspects physical conditions of all County transfer stations and equipment frequently, notifying and discussing conditions with the Director of Operations and recommends priorities for repairs and replacements;

Receives daily operations reports from subordinates and prepares reports for review by supervisors;

Interprets transfer station operations in the Solid Waste Program for public officials, civil groups and the public as required;

Maintains awareness of compliance with current laws and regulations pertaining to Solid Waste transfer stations;

Represents the Division in dealing with carters from municipalities and the private sector and the general public visiting the transfer stations.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of operation, management of transfer station operations and its preventive maintenance, maintenance of fleet units and fixed plant equipment; thorough knowledge of the principles of organizational management; ability to coordinate work, layout and supervise the work of others; ability to give effective supervision to subordinate personnel; ability to present data, reports and comments clearly and concisely in oral or written form; ability to coordinate operations with other departments, contractors, outside vendors and communities in which transfer stations are located; ability to deal effectively with supervisors, subordinates, public and local, state and Federal government representatives; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* in business or public administration or related field, and eight years of administrative or managerial experience, six years of which must have been in developing, analyzing and implementing solid waste programs and/or methods with regard to transfer station operations.

\*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.