

DEPUTY DIRECTOR OF OPERATIONS - SOLID WASTE

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent administers, organizes, coordinates and plans for all activities associated with transferring and hauling municipally collected solid waste to the Resource Recovery site or to an alternate disposal facility, and the transfer of ash to the Sprout Brook site. The incumbent administers the daily operation of the Sprout Brook Residue Ashfill and participates in the development of the Croton Point Sanitary Landfill closure; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs, manages, coordinates and oversees the transfer of and hauling of the County's solid waste to the Peekskill Resource Recovery plant, or alternate disposal site, to ensure the operational efficiency of disposal system;

Directs, manages and coordinates the preventive maintenance, maintenance and repair of the fixed plant equipment and vehicular equipment at the County's transfer stations and landfills to ensure the operational integrity of the facilities and their equipment;

Administers and directs the daily operation of the Sprout Brook Ashfill and the Croton Point Sanitary landfill, post-closure maintenance to insure adherence to guidelines, regulations and practices established by the Department of Environmental Conservation and by the permit;

Participates in the planning for, siting and design of transfer stations and disposal sites; participates in planning for the closure of landfill facilities; and participates in the selection of plant equipment and over-the-road equipment;

Inspects frequently the physical condition of the transfer stations and landfill facilities to ensure that they are properly maintained;

Reviews and analyses records and reports of daily operations and directs changes in operating procedures and schedules of the transfer stations resource recovery plant and ashfill to insure efficient operation;

Prepares the annual budget of the operations division of the Solid Waste District and monitors expenditures to ensure that expenditures remain within established limits;

Supervises operations, managers, assists them in allocating staff and scheduling operation for efficient, effective use of available resources;

Interprets the Solid Waste District operation for visiting officials, consultants, civic groups and the public;

Maintains awareness of and directs compliance with current laws and regulations pertaining to solid waste transfer and hauling, sanitary landfills, motor vehicles, heavy equipment, safety and health.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles of management and supervision; thorough knowledge of solid waste collection and operations of tractor trailer fleet; thorough knowledge of operation and maintenance of transfer stations, fleet units and fixed plant equipment; ability to organize the transfer station to landfill system; ability to communicate clearly and effectively both orally and in writing; ability to present data and reports clearly and effectively, both orally and in writing; ability to deal effectively with superiors, subordinates, government officials, etc.; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelors Degree* in Engineering and seven years experience in a solid waste management projects including collection, disposal and transfer including three years of supervisory experience of an over-the-road truck fleet operation; or (b) a Bachelors Degree* in Business Administration, Public Administration or related field and seven years experience in solid waste management projects including collecting, disposal and transfer including three years of supervisory experience of an over-the-road truck fleet operation; or (c) a satisfactory equivalent combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

