

DIRECTOR OF ENVIRONMENTAL MANAGEMENT - OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Solid Waste, an incumbent of this class ensures compliance with State and Federal laws regarding stormwater regulations; participating in negotiations with regulatory agencies overseeing compliance and prepares countywide progress reports. Additionally, an incumbent develops, implements and promotes a comprehensive recyclable materials program for Westchester County and is responsible for planning, implementing and promoting a county-wide recyclable materials program; ensuring compliance with administrative and regulatory orders concerning the County's solid waste and recycling programs. The incumbent develops and maintains working relationships with Federal, State and municipal officials as well as the business community and volunteer organizations; and promotes recycling to the public. Supervision is exercised over administrative and technical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Ensures compliance with Federal and State regulations regarding stormwater management and works closely with regulatory entities to ensure effective implementation of programs;

Meets regularly with representative of the New York State Department of Environmental Conservation regarding countywide activities and prepares multiple annual and progress reports to State and Federal agencies on such;

Initiates, develops, plans, directs, implements and promotes recyclable materials projects throughout the County and establishes procedures, guidelines, and standards for the programs;

Evaluates program progress by analyzing information regarding County, municipal, and private sector recycling activities and recommends and implements appropriate changes to improve results;

Develops and establishes systems, materials and activities to promote recycling and assists and serves as a resource to local officials and community groups in the promotion of recycling activities;

Establishes and maintains procedures and systems for reporting recycling program progress and for evaluating results;

Develops and maintains cooperative relationships with officials from neighboring states and counties to form regional waste reduction programs and policies and to eliminate barriers to increasing recycling, particularly in the processing and sale of recyclable materials;

Monitors proposed legislation, reviews and prepares comments for the County Executive, Commissioner and Deputy Commissioner, and may represent the County and its officials;

Compiles, maintains and distributes information concerning secondary materials markets and develops markets for recyclable;

Compiles material for and assists in the preparation of budgets and contracts for the recyclable materials program;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Prepares, directs and coordinates the preparation of correspondence, reports, evaluations, documents, press releases, and other written materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the Westchester County Solid Waste Management Plan; thorough knowledge of the state and federal stormwater management regulations; thorough knowledge of the practice of public relations and community relations; good knowledge of Federal and State grant regulations, with particular emphasis on recyclable materials programs; good knowledge of the theory and practice of recycling; ability to organize material and to prepare proposals and grants; ability to communicate effectively both orally and in writing; ability to establish good working relationships and to maintain contacts with a variety of people in the public, the private sector and government; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; initiative; good judgment; physical condition commensurate with the demands of the positions.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and

either: (a) six years of environmental program management experience where the primary responsibility included programmatic development, operation, evaluation and control, two years of which must have including administrative supervisory experience; or (b) six years of experience addressing violations of environmental regulations, two years of which must have including administrative supervisory experience.

SUBSTITUTION: Satisfactory completion of a Master's Degree in Public Administration or

Business Administration or a Juris Doctor Degree may be substituted for one year of the above stated general experience. There is no substitution for the two years of administrative supervisory experience

SPECIAL REQUIREMENTS: Possession of a valid New York State motor vehicle

operator's license.

*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.

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of

OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

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Job Class Code: E0434
Job Group: XV