

## DIRECTOR OF OPERATIONS (SOLID WASTE)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Solid Waste, an incumbent administers, organizes, coordinates and plans for all activities associated with the transferring, hauling, processing and disposal of Solid Waste for the Department of Environmental Facilities. An incumbent has countywide responsibility for the maintenance and operation of several sites including recovery facilities, transfer stations and landfills. Additionally, an incumbent ensures that all activities are in compliance with local, state and federal laws. Supervision is exercised over professional and maintenance staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs, manages, coordinates and oversees the transfer 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 selection, installation, preventive 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 ensure adherence to guidelines, regulations and practices established by the Department of Environmental Conservation and by the permit;

Participates in the planning, siting and design of transfer stations and disposal sites; participates in planning for the closure of landfill facilities;

Oversees the frequent inspection of the physical condition of the transfer stations and landfill facilities to ensure that they are properly maintained;

Reviews and analyzes records and reports of daily operations and directs changes in operating procedures and schedules of the transfer stations, resource recovery plants and ashfill to ensure efficient operation;

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

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

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;

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 solid waste collection, processing, the operation of a tractor trailer fleet and the local, state and federal laws governing operations of such; thorough knowledge of the operation and maintenance of transfer stations, fleet units and fixed plant equipment; thorough knowledge of ashfill/landfill facilities and their operation; good knowledge of the principles of management and supervision; 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, and other involved in the solid waste process; 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; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: a Bachelor's Degree\* and eight years of experience where the primary function was in the oversight of solid waste management projects that included collecting, disposal and transfer; three years of which must have also included supervisory experience of an over-the-road truck fleet operation.

SUBSTITUTION: Satisfactory completion of a Bachelor's Degree in Engineering, Public or Business Administration, or closely related field substitute for one year of the general experience. There is no substitution for the three years of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York Stated 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.