

MANAGER - TRANSFER STATIONS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Director of Operations – Solid Waste, the incumbent is responsible for the management and operation of the four County Transfer Stations and the Material Recovery Facility (MRF). Responsibility involves oversight of the collection, weighing, disposal and billing for all municipal waste as well as all contracted service. The incumbent is also responsible for the maintenance and repair of vehicles and equipment used in Solid Waste facilities. Supervision is exercised over operations, maintenance, and community relations personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers procedures designed to measure the efficiency of solid waste transfer station operations;

Receives and reviews records and reports and analyzes them, directing changes in operating procedures as necessary;

Directs the training and supervision of transfer station section personnel;

Coordinates the activities of the transfer stations to ensure that operations budget expenditures are in accordance with approved budget and established procurement regulations;

Administers contracts and subcontracts of all vendors issued to use the transfer and recycling facilities ensuring compliance with contracts, local and federal laws and makes recommendations for service and provider changes;

Maintains Inter-Municipal Agreements (IMAs) with local governments which allow for carting of local waste to County owned and operated transfer stations;

Analyzes and reviews periodic vendor estimates and assists in planning transfer station and selection of placement of equipment;

Inspects physical condition of transfer station facilities and equipment, reports on condition and sets priorities for major repair or replacement;

Maintains awareness of compliance standards with current laws and regulations;

Interprets transfer station operations in solid waste management program for visiting officials, civic groups and the public as required;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of business and public administration; Good knowledge of recycling and solid waste industry operations, good knowledge of the laws applicable to solid waste and recycling, knowledge of the Countywide recycling efforts, knowledge of contract management and procedures, ability to manage personnel; ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the department; ability to analyze financial and statistical data and communicate it effectively to non-financial personnel; ability to coordinate operations with other divisions and departments, contractors, outside vendors and communities; 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; good judgment; reliability; tact; courtesy; neat appearance; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school diploma or equivalency and seven years of experience working in or for a public solid waste agency where the primary function of the position was in the operational management of the collection, disposal or transfer of solid waste and/or recyclables process, which included two years of contract management.

SUBSTITUTIONS College* education may be substituted at the rate of 30 credit hours for one year of the general experience up to a maximum of four years. There is no substitution for the two years of contract management experience working in or for a public solid waste agency.

*SPECIAL NOTE: Education beyond the secondary level 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.

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