

PROGRAM ADMINISTRATOR (SOLID WASTE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent will research issues, formulates plans and recommend implementation of programs related to recycling. Further, an incumbent ensures programs are in compliance with federal and state environmental protection laws. An incumbent assists with planning for implementation of programs, and reviews and evaluates existing programs systems and procedures relating to the Solid Waste Management Plan and Comprehensive Recycling Analysis. The position involves considerable contact with municipal officials and private organizations. There is considerable leeway for independent judgement and initiative in carrying out assigned projects. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans, implements and directs new and existing systems and procedures throughout those areas serviced by the division;

Develops, administers and implements pilot programs such as Corporate Recycling, the loan/grant program, composting, etc;

Prepares charts and descriptions of office lay outs, work processed, work flow, work distribution and work-in-progress in order to analyze, recommend, and implement programs, proposals and systems;

Directs and provides staff supervision, training, technical assistance and guidance to employees, as needed;

Prepares and assists in the preparation and submission of solid waste management facility permits in conformance with Federal, State and local requirements;

Consults with municipal officials and businesses providing information and advice to aid in the development of solid waste management programs and related activities;

Reviews work of outside contractors and consultants to ensure that work meets needs and specifications and recommends action;

Reviews and evaluates work of consultants, using technical experts as needed to comment on proposals;

Maintains liaison with outside contractors, service organizations and the general public with respect to Solid Waste Management issues such as recycling, composting, etc.;

Represents department officials on various special project committees and County boards as required;

Reviews federal, state and local environmental legislation such as Mandatory Recycling, the Clean Air Act, etc., to determine impact on operations;

Uses computer applications such as spreadsheets, word processing, 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 goals of energy conservation and protection of the environment as it relates to solid waste disposal; good knowledge of public administration; good knowledge of commercial and municipal recycling program implementation; knowledge of Solid Waste Management Facility operations and permit requirements including Resource Recovery Facilities, Ash Residue disposal facilities, medical waste disposal facilities, and of the equipment, materials and processes used in each; ability to communicate effectively both orally and in writing; 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; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* and five years of management experience including three years in solid waste management.

SUBSTITUTION: Satisfactory completion of 30 credits towards a Master's Degree* may be substituted for one year of the above stated general management experience. There is no substitution for the specialized solid waste 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 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 and maintain same while in the title