

PROGRAM SPECIALIST (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent implements, coordinates and monitors assigned special programs for the Department of Environmental Facilities focused on recycling and solid waste management. The incumbent is responsible for report and data management relating to solid waste and recycling in the County. This involves interaction with private haulers and County facilities to collect data and create analyses for State required reporting in support of the Westchester County Solid Waste Management Plan. An important focus of the position is coordination of recycling education programs, including facility tours, and community outreach programs for businesses, municipal and private haulers, schools and community organizations. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Designs, implements and monitors programs on recycling and waste recovery trends within the County;

Implements and monitors such programs as the Drug Take-Back Program, organic waste recycling and electronics recovery, among others;

Creates reports on solid waste generated, collected, disposed and source separated for recycling among private haulers in Westchester County and provides recommendations to optimize recycling within this group;

Develops and disseminates reporting forms, consolidates data to identify trends and communicates with private haulers to ensure timely reporting of data;

Analyzes data, aggregates reports and submits documentation to generate County-wide information for State and Federal authorities to be used for compliance verification, solid waste management planning and in support of the progress toward the reduction of per person solid waste production;

Secures annual authorization from New York State and other appropriate agencies to collect and dispose of specialized recyclable materials (ie: medications, electronics, hazardous household waste, etc.), including tracking of material recovered to ensure compliance with regulations regarding safety standards for handling, storage and disposal;

Reviews and approves bills and collection summaries from vendors that handle the packaging, transportation and disposal of specialized waste streams;

Secures reimbursement through state-aid programs, for specialized collections, capital improvements etc., with the potential to garner millions of dollars in grant funding for the County;

Contacts municipal officials regarding compliance and compiles consumption figures, assessment data, equalization rates, etc. so that appropriate charges can be made;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Analyzes data, formulates and presents recommendations to be considered in the development of the Westchester County Solid Waste Management Plan, the strategic plan for the management of solid waste and recycling activities;

Educates industry representatives, tenant groups and others with regard to compliance standards and problems, in consultation with supervisors;

Represents Westchester County DEF to regional and national solid waste committees such as the Hudson Valley Solid Waste Regional Committee and the New York Product Stewardship Council;

Maintains computerized, comprehensive filing system to record and store data collected for on-going waste management programs;

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of environmental, laws, regulations and code enforcement procedures; good knowledge of administrative reporting and control procedures and techniques; good knowledge and understanding of the goals and techniques of marketing and program communication; good knowledge of goals and techniques of energy and materials conservation for the protection of the environment; ability to write reports and present material graphically in a concise and organized manner; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; attention to detail; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and either: (a) Bachelor's Degree* in Environmental Science or closely related field and one year experience involving planning, implementation or evaluation of solid waste or environmental resource management programs; or (b) Bachelor's degree and two years experience involving planning, implementation, or evaluation of solid waste or environmental resource management programs.

SUBSTITUTION: Satisfactory completion of 30 credits* toward a Master's degree in an environmental related field may be substituted for one year of 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 REQUIREMENTS:

- Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.
- 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.