

## PROGRAM SPECIALIST (COMPOSTING OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Solid Waste Division Directors, the incumbent implements, coordinates and monitors programs for the Department of Environmental Facilities Solid Waste Division, focusing on food scrap composting and related community education. The incumbent is responsible for the production of compost, to assist in the design and implementation of educational programs, and to conduct tours to promote public awareness of the environmental benefits of composting through community outreach. Additional responsibilities include the establishment, creation, and management of the feedstocks to create useable compost and ensuring the appropriate treatment thereof, in accordance with good composting practices and in compliance with federal, state and local regulations. The incumbent is fully proficient with the tools, techniques, principles, mechanisms and operations of the composting process and is able to share this knowledge with others through oral and written communications. Work at this level is performed with considerable independence with supervisory oversight provided as necessary. Responsibilities may require regular off-site and/or in-person coordination of feedstock collection and outreach at public events such as farmer's markets. Supervision may be exercised over clerical and/or maintenance personnel assigned to the compost facility. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Creates and monitors the compost, ensuring the operation's compliance with good composting practices, as well as Federal, New York State, and local regulations;

Inspects and monitors compost piles, equipment, and systems, including those for leachate and storm water, to ensure proper functionality;

Collects and maintains data relating to the facility operations, safety procedures, and community participation, using same to create periodic reports to monitor program functions and impact on Solid Waste Division goals;

Prepares facility activity reports and reports to meet regulatory requirements;

Assists in the development and continual process improvement of technical educational materials, events, trainings, and programs related to composting and the environmental benefits thereof;

Schedules and provides educational tours of the facility and implements the education program, serving as a subject matter expert on composting within the County;

Participates in off-site educational programs and events;

Performs inspections, minor maintenance, and/or monitors and ensures maintenance of equipment and systems;

Tracks and ensures inventory of appropriate materials are available for the creation of compost and the safety of the facility and operations;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Submits requests for ordering materials and supplies, as necessary;

Inspects feedstocks for contamination and addresses same;

Uses light and heavy equipment to process the compost and related materials;

Distributes compost as directed;

Works with other County departments or agencies in the bulk distribution of finished compost;

Attends and participates in meetings, events, and/or seminars as directed;

Maintains an awareness of new ideas and trends within the composting marketplace and shares recommendations and knowledge for improved program and facility operations with appropriate supervisors;

Ensures the facility is properly and adequately maintained;

Assists in the development and redevelopment of site safety procedures and manuals;

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: Good knowledge of environmental laws, regulations and code enforcement procedures as relates to composting, leachate, and site safety; good knowledge of composting process, including the aerated static pile method; good knowledge of the tools, techniques, principles, mechanisms and operations of a composting facility; good knowledge of administrative reporting and control procedures and techniques; good knowledge and understanding of the goals and techniques of marketing and program communication; ability to write reports and present material in a concise and organized manner at both a technical and non-technical level to suit the intended audience; ability to design and present graphical information to effectively communicate information; 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, ability to operate composting equipment; willingness and ability to work outdoors year round; 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: Possession of either: (a) Bachelor's Degree,\* or higher degree, in Environmental Science or closely related field and one year of experience involving operating or managing a municipal or commercial aerated static pile (ASP) compost program/facility using food waste as a feedstock; or (b) Bachelor's degree and two years of experience as described in (a).

\*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.