

CO-DIRECTOR – DEPARTMENT OF ENVIRONMENTAL SERVICES
(OPERATIONS)
(Town of Cortlandt)

GENERAL STATEMENT OF DUTIES: Directs and administers the daily operations of the Town of Cortlandt Department of Environmental Services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, an incumbent of this position is responsible for the overall administration and direction of the Town's Department of Environmental Services. This department consists of several divisions including Recreation, Parks, Highway, Sanitation, Central Buildings, and Central Garage. The incumbent is primarily responsible for organizing, directing and coordinating daily operations; establishment of criteria, policies and procedures for departmental promotions; the development and establishment of policies and procedures for new construction as it relates to operations and access; administration of collective bargaining agreements within the department; and the development of emergency response plans relative to equipment usage. Both direct and indirect supervision is exercised over a large number of professional, clerical, non-competitive and labor class employees.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the daily operations of the Department of Environmental Services, ensuring appropriate staffing levels for the divisions of sanitation, highway, composting, parks and central garage;

Establishes work priorities or priorities for public works projects and makes assignments directly to the foremen;

Receives complaints from the public or elected officials and assigns response and/or work to respective foremen;

Certifies payrolls for the various divisions including the authorization of over time payments;

Verifies information from time cards to payroll sheets and authorizes payment;

Attends Planning Board and Town Board meetings and Town Board work sessions;

Develops and establishes policies and procedures for new housing developments as they relate to truck, sanitation and snow plowing access;

Develops emergency response plans relative to equipment usage (highway, sanitation) and access to private property (i.e., release of liability from property owner to allow for Town access to remove downed trees);

EXAMPLES OF WORK: (Illustrative Only) (continued)

Establishes criteria, policies, and procedures for departmental promotions;

Assists in the preparation of highway and sanitation division budgets;

Recommends hiring and firings to the Town Board;

Refers employees, as needed, to Employee assistance Program;

Acts as a liaison to various Town committees (i.e., River Front Project, Traffic and Safety, Beautification, Save our Lakes Committee, Memorial Parks Committee, etc.);

Works with deputy, foreman and mechanics to develop bid specifications and determine what type of equipment is needed;

Works with and coordinates the work of private contractors (i.e., snow plowing, private carters) and ensures proper certification and inspection of equipment used;

Establishes rules and regulations for private carters in the Town.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of town governmental functions and activities; good knowledge of the principals and practices of public administration as they pertain to personnel management, budgeting and labor relations; good knowledge of garbage and refuse collection and disposal techniques and methods including recycling and composting; good knowledge of the tools, equipment and practices used in the maintenance and repair of streets and roadways; ability to efficiently plan large scale activities; ability to plan and supervise the work of others; ability to secure the cooperation of others; ability to keep records and make reports; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with Town officials, administrators, other employees and the general public; thoroughness and dependability; courtesy, tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Bachelor's degree and three (3) years of experience in sanitation, recycling or other public works activities, two years of which were in an administrative supervisory capacity; or (b) graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in sanitation, recycling or other public works activities, two years of which were in an administrative supervisory capacity; or (c) eleven (11) years of experience in sanitation, recycling or other public works activities, two of which were in an administrative supervisory capacity, or (d) a satisfactory equivalent combination of the foregoing training and experience.