

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing solid waste management and recycling programs administered through the County Public Works Department. Duties will include coordination of functions performed by consulting engineers or other contractors, liaison with regulatory agencies, and general management and/or supervision of the county's solid waste management activities. Work is performed under general supervision of the Commissioner of Public Works with broad leeway for the exercise of independent judgment in performing most job duties. Supervision is exercised over all staff performing solid waste management duties.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Reviews engineering reports and assists in implementing solid waste management activities  
consistent with reports and recommendations;

Reviews plans and specifications of consultants;

Makes presentations concerning solid waste management activities;

Assures that environmental reviews are in compliance with local, state, and federal statutory or  
regulatory requirements;

Coordinates efforts dealing with environmental reviews from concept through acquisition of permits;

Monitors solid waste management operations and construction activities to assure compliance  
with permit requirements;

Maintains records and submits reports, including cost reports, project progress reports, and activities  
reports;

Prepares solid waste and environmental resolutions for local legislative consideration;  
Prepares timetables, schedules, reports on recycling and solid waste management program activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of statutory and regulatory provisions relating to solid waste management; thorough knowledge of terminology, methods, practices, and theory used in solid waste management; good knowledge of the effects of human and natural resources and ecological relationships; ability to interpret technical materials including maps, plans, charts, graphs, and specifications; ability to plan and supervise the work of others; ability to present ideas clearly both orally and in writing; dependability; good judgment; honesty; and integrity.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree in environmental studies, environmental engineering, natural resource management, or a related field, and two (2) years of experience in a solid waste management field; or
- (B) Possession of an Associate's Degree in environmental studies, environmental engineering, natural resource management, or a related field, and four (4) years of experience in a solid waste management field; or
- (C) Six (6) years of experience in a solid waste management field; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed 10/19/2013  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/31/2023  
Revised and Replaced in Classplan: 3/31/2025 (Edu)