

SOLID WASTE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and performance of tasks position involving the administration of a County Solid Waste Management Plan, including but not limited to, overseeing landfill operations, marketing of recyclable materials, education of the public in regards to policies and procedures and recording and reporting of all data pertinent to the Plan. The work is performed under general administrative supervision of the Commissioner of Public Works and the Public Works Committee. Supervision is exercised over subordinate staff. Does related work as required.

TYPICAL WORK ACTIVITIES: Consults and coordinates with SWMC Manager and Compost Plant Director to ensure implementation of the Delaware County Solid Waste Management Plan and assistant in facility operations, specifically focusing on Town transfer stations, private haulers, and significant commercial and industrial facility users to provide for reliable customer service and identify operational procedures, problems and solutions. Maintains records and submits reports to regulatory agencies for permit compliance. Supports Town transfer stations with permit renewals. Monitors permit requirements for Solid Waste Management Center and coordinated with SWMC Manager and Compost Plant Director to maintain regulatory compliance. Solicits and secures grant funding and coordinates grant applications with appropriate agencies in support of operational costs and program expansions. Develops and provides for public outreach, press releases, informational and education across multiple media and social outreach platforms. Makes recommendations for public outreach efforts appropriate to delivery platform utilized by service community. Manages the marketing of recovered materials, including feasibility evaluation of new materials recovery. Establishes specifications for material recovery. Identifies markets for recovered materials. Solicits competitive proposals for sale of recovered materials and negotiates contract terms. Evaluates alternatives and provisions for material transport. Coordinates and maintains communication with markets for preferred market position and long term reliability. Participates in continuing education and training on solid waste management regulations and industry performance standards. Monitors industry for changes and improvements in materials management methods. Reports to the Commissioner of Public Works and/or designee.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, practices, methods and equipment used in solid waste transfer, landfill operations, composting, recycling, materials management and water and soil systems, including the understanding of NYS regulation with respect to solid waste management. Thorough knowledge of and ability to monitor and maintain detailed records on staff performance for compliance with departmental guidelines, policies, procedures, financial oversight, and procurement of services, equipment and market. Thorough knowledge of and ability to monitor and maintain detailed records on facility performance of regulatory compliance. Good communication and supervisory skills necessary to direct employees and contract workers in effective, efficient, and safe facility operations. Ability to establish and maintain professional networking connections and working relationships with regulators, industry professional, market buyers, and the community at large. Ability to understand and carry out complex oral and written instructions, including ability to read and

understand equipment operational and servicing information and manuals, technical drawings and engineering reports. Computer, math skills and ability to maintain detailed records necessary for basic record keeping and account budget control. Ability to understand operational basics of common facility equipment including but not limited to pumps, weight scales, conveyors, balers, filter systems, motor control centers, etc. Knowledge of safety programs for personal protective equipment, confined space, lockout tag out, sharps and other potentially infectious materials (OPIM), Safety Data Sheets, CDL drug testing, workplace violence protection, and other safety and operational requirements for personal safety and facility protection. Knowledge of the local geography and various municipalities and agencies involved in solid waste and material management. Time management skills for continual facility operation anticipating and accommodating staff level changes, activity/project coordination, scheduling, and contingency planning. Physical condition commensurate with demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in environmental studies, engineering, waste management or related field and four (4) years directly related work experience developing and/or implementing waste management plans and activities or closely related work which includes supervision; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelors Degree in environmental studies, engineering, waste management or related field and six (6) years directly related work experience in public management, business administration or closely related work which includes supervision; OR
- C. Graduation from high school or possession of a high school equivalency diploma and eight (8) years of directly related work experience developing and/or implementing waste management plans and activities which includes supervision.
- D. An equivalent combination of training and experience as defined by the limits of (A), (B) or (C) above.

NOTE: Post graduate education in a regionally accredited or New York State registered college or university in environmental studies, engineering, waste management , or related work may be substituted for experience on a year-for-year up to two years.

NOTE: A valid New York State driver's license appropriate for the types of vehicles and equipment to be operated is required at time of appointment and maintained during employment.

NOTE: Ability to obtain NYS required Landfill Operator's training within 1 year of employment.

Adopted 10/26/18