SOLID WASTE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position whose primary responsibility is for the operations and planning of all disposal facilities. Responsibilities include insuring compliance with facility disposal operating permit conditions, facility monitoring, customer credit management, and periodic reporting. This responsibility shall also extend to the participation in other waste related activities on an as-directed basis. Work is performed under the direct supervision of the City of Albany Superintendent of Sanitation Services.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for contractor and consultant selection and management;
- Responsible for customer credit management/credit risk analysis;
- Works closely with accounts receivable and data processing departments to ensure accurate and expedient account collection;
- Provide management and compliance oversight for landfill/transfer station operations;
- Assists in the development of annual expenditure and revenue projections for waste disposal;
- Develops equipment specifications and assists equipment acquisition;
- Insures waste quantities and characteristics are within operating permit parameters while achieving or exceeding revenue goals;
- Provides supervision over disposal facility staff and reviews facility staff requirements;
- Assists in the development and acquisition of waste disposal facility operating permits;
- Management of Petroleum Contaminated Soils (PCS) program;
- Full profit/loss responsibility for facilities
- Investigates and documents employee incidents and provides testimony at hearings
- Provides fiscal and management of construction projects
- Meets with regulatory agencies to insure compliance
- Develops annual work plans for mitigation projects including Pine Bush Restoration
- Represents the department relative to environmental compliance
- Monitors and operates remote Supervisor Control and Data Acquisition systems

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of current landfill and alternate disposal technologies;
- Good knowledge of statutes governing landfill operations, sitting and closure;
- Knowledge of leachate and gas collection systems and alternate daily cover materials;
- Ability to communicate effectively both orally and in writing;
- Good knowledge of Federal, State and local laws and regulations relating to civil construction and waste management;
- Ability to establish and maintain cooperative relationships with public and private interest;
• Strong working knowledge of computer systems, data collection, and truck scale operation;
• Good knowledge of OSHA compliance/training standards;
• Physical condition commensurate with the demands of the position
• Ability to write and interpret reports
• Ability to supervise staff, interpret regulations and apply them to appropriate situations.
• Ability to prioritize task and multitask
• Ability to communicate with staff and general public in a polite and courteous manner.
• Decisive and consistent decision making skills
• Ability to adapt to varying and adverse work conditions
• Ability to establish and maintain working relationships with both the private and public markets.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Environmental Studies, Business Management, Civil Engineering Technology or related field and five (3) yeas of paid full-time direct experience in the design, construction or operation of waste management facilities; OR

B. Graduation from a regionally accredited New York State registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Environmental Studies, Business Management, or related field and seven (5) years paid full-time direct solid waste experience with a strong background in program management, grant procurement, budget preparation, reporting, computing, and contract administration; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

• A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.

• Ability to earn: NYSDEC Landfill Operators Certificate;
  NYS Department of Agriculture Scale Operator License;
  OSHA Confined Space Entry Certificate;
  Hazardous Waste Technician Licenses.