

SUPERINTENDENT OF SANITATION SERVICES

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the planning, operations and financial management of all aspects of the Solid Waste Collection and Disposal Programs and Facilities. The Superintendent supervises and manages the maintenance, repair and acquisition of all fleet assets. This position works closely with, and under the direction of the Commissioner in administering the daily operations of all solid waste disposal programs and facilities.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises city-wide recycling and waste management programs in accordance with the ANSWERS Wasteshed Solid Waste Management Plan;
- Prepares, reviews and manages RFPs and competitive bids;
- Responsible for contractor and consultant selection and management;
- Supervises staff responsible for the administration and reporting of grants, as well as sanitation, disposal and fleet staff;
- Investigates and documents employee incidents and provides testimony at hearings;
- Develops and manages revenue and expenditure budgets;
- Works closely with accounts receivable and data processing departments to ensure accurate and expedient account collection;
- Designs and implements waste and recycling collection routes;
- Develops and monitors current and future disposal capacity for the City;
- Provides management oversight for the design construction and maintenance of disposal facility infrastructure;
- Participates in collective bargaining negotiations;
- Provides testimony relative to project viability, expenditures, revenue and profit;
- Implements departmental improvements to ensure the efficiency and cost effectiveness of each operation;
- Meets with regulatory agencies to insure program compliance;
- Develops annual work plans for mitigation projects;
- Manages other off site projects as directed;
- Assists in the development and acquisition of waste disposal facility operating permits;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of current landfill and curbside collection practices and technology;
- Good knowledge of current literature and sources of information relating to solid waste management;
- Good knowledge of statutes governing landfill operation, siting and closure;
- Good knowledge of leachate and gas collection systems and alternate daily cover materials;

- Good knowledge of Federal, State and local laws and regulations relating to recycling and waste management;
- Good knowledge of OSHA compliance and training standards;
- Working knowledge of computer systems, data collection and truck scale operation;
- Ability to adapt to varying and adverse work conditions;
- Ability to establish and maintain working relationships with both the internal and external parties;
- Ability to communicate effectively both orally and in writing;
- Ability to supervise a large and diverse workforce, interpret regulations and apply them to appropriate situations;
- Ability to prioritize tasks and multitask;
- Ability to communicate with staff and general public in a polite and courteous manner;
- Decisive and consistent decision making skills;
- Sound judgment;
- Tact;
- Resourcefulness;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree in Business Management, Economics, Environmental Science or related field and six (6) years of paid full-time direct solid waste experience which should include experience in program management, grant procurement, budget preparation, reporting, facility management, supervision and contract administration; **OR**
- B. Graduation from a regionally accredited or 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 eight (8) years of paid full-time direct solid waste experience which should include experience in program management, grant procurement, budget preparation, reporting, facility management, supervision and contract administration; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State Motor Vehicle Operator's license at time of appointment.
- Ability to earn NYSDEC Landfill Operators Certificate and New York State Department of Agriculture Scale Operator License.