WASTE ACQUISITION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This position primarily involves responsibility for all aspects of the petroleum contaminated soil (PCS) program at the Albany Landfill including marketing, quality assurance and control compliance, and payment collection. 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 Solid Waste Manager.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Surveys PCS market periodically to ascertain prevailing prices;
- Sets rates based on prevailing prices and needs of Albany Landfill;
- Verifies and maintains all necessary files for compliance with NYS DEC regulations;
- Compiles and distributes approval registers for scalehouse operation;
- Maintains computer scale logs;
- Develops and maintains system for accounts receivables tracking and collections;
- Prepares periodic reports on the status of the PCS program;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of current literature and sources of information relating to solid waste management;
- Working knowledge of federal, state and local laws and regulations relating to waste management;
- Working knowledge of personal computers and office equipment;
- Ability to communicate effectively both orally and in writing;
- Ability to establish and maintain cooperative relationships with public and private interests;
- Sound judgment;
- Tact and courtesy;
- Initiative;
- Resourcefulness;
- Physical condition commensurate with the demands of the position.
MINIMUM QUALIFICATIONS:

a) Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree in Environmental Studies, Management or related field with a strong background in program management, accounting, reporting and computing; OR

b) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Associate’s Degree in Environmental Studies, Management or related field and two (2) years of paid full time experience with a strong background in program management, accounting, reporting and computing; OR

c) Any equivalent combination of training and experience as defined by the limits of (a) and (b) above.

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

Ability to obtain NYSDEC Landfill Operator’s Certification within 2 years of employment and must maintain certification throughout career.

Ability to obtain OSHA HAZWOPER (Hazardous Waste Operator) Certificate within 6 months of appointment and maintain for the duration of employment.