

DEPUTY COMMISSIONER OF PUBLIC WORKS - SOLID WASTE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for the administration and operation of all County solid waste disposal facilities. The incumbent has responsibility for the efficient and economic utilization of staff, materials and equipment in the disposal, recycling, transport and handling of solid waste, in compliance with Federal, State and local regulations as well as the design and operation of solid waste facilities. The incumbent establishes and monitors the health, environmental and fiscal standards for solid waste disposal. The work is performed under the general direction of the Commissioner of Public Works with wide leeway allowed for the exercise of independent professional judgement. Supervision is exercised over all departmental personnel, consultants and contractors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and directs the activities and operation of solid waste management facilities and programs;
Evaluates and determines the life-span and capacity of current landfill sites and plans for future County solid waste management needs;
Prepares the Solid Waste Division budget and monitors revenues and expenditures;
Assigns, schedules and supervises the work and performance of subordinates;
Hires, trains, evaluates, disciplines and terminates staff;
Administers contracts, leases and agreements for services and equipment at solid waste management facilities;
Oversees, coordinates and participates in the planning and design of landfill and recycling construction projects;
Prepares requests for proposals for solid waste construction and maintenance projects;
Oversees and coordinates the work of consulting engineers, contractors and others involved in the construction and maintenance of landfill and recycling projects;
Keeps abreast of developments and improvements in the field of solid waste management and explores methods of improving the efficiency of solid waste management in the County;
Serves as the representative of the Division of Solid Waste Management and the County Public Works Department at a variety of meetings, conferences and hearings regarding solid waste disposal;
May act in the absence of the Commissioner of Public Works.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern methods and techniques of solid waste management;
Thorough knowledge of materials and equipment used in solid waste management;

Thorough knowledge of applicable codes, laws, rules and regulations governing solid waste management;
Thorough knowledge of local policies and procedures governing the use of the County landfill and recycling center;
Good knowledge of the theories and practices of budgeting and financial record keeping, personnel administration, supervision and administrative control;
Good knowledge of the principles and practices of Public Works administration;
Ability to organize, plan, coordinate and direct solid waste projects and activities;
Ability to analyze solid waste management operations and techniques for effectiveness;
Ability to supervise and direct subordinate personnel;
Ability to understand and interpret complex written material;
Ability to establish cooperative relationships with engineers, contractors, vendors and the general public;
Tact;
Physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:*

A) Graduation from a regionally accredited or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and four years of experience involving environmental management, solid waste management, public works management or the management and administration of programs; OR

B) Completion of at least sixty (60) semester credit hours from a regional accredited or university or one accredited by the New York State Board of Regents to grant degrees and six years experience involving environmental management, solid waste management, public works management or the management and administration of programs; OR

C) An equivalent combination of training and experience as indicated between the limits of A) and B) above.

*Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position.

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Jurisdictional Classification: Pending Exempt