

DEPARTMENT: REFUSE DISPOSAL DISTRICT
CLASSIFICATION: COMPETITIVE FLSA Status: Exempt/Executive 1/4/2010
APPROVED: JANUARY 28, 2013.

DIRECTOR – NIAGARA COUNTY REFUSE DISPOSAL DISTRICT

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work that involves the direction and coordination of operations of the Niagara County Refuse Disposal District. The incumbent is responsible for ensuring the safe and sanitary disposal of solid waste materials in compliance with all applicable regulations. General direction is received from the members of the Administrative Board of the Niagara County Refuse Disposal District with leeway permitted for the exercise of independent judgment in carrying out assigned duties in accordance with established procedures and regulations. The incumbent exercises direct supervision over clerical, manual, and skilled employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Directs and coordinates the operations of the Refuse Disposal District to achieve maximum efficiency and economy;
2. Directs and supervises the operations of refuse disposal sites to accomplish the following objectives:
 - a. Maintain access roads in a condition suitable for vehicles to enter and depart with a minimum of inconvenience;
 - b. Properly compact and cover waste material at end of each working day;
 - c. Maintain the drainage of roadways and land in good condition;
 - d. Prepare site to provide sufficient area to receive solid waste material;
 - e. Verify that each unit entering site for disposal of materials is recorded and information which is required by the Administrative Board is included on report;
 - f. Properly maintain and service equipment.
3. Supervises the clerical staff and ensures that statements are sent to customers of the Refuse Disposal District;
4. Signs payrolls and vouchers for prompt payment of wages to employees and debts incurred;
5. Collaborates with the Niagara County Legislature and appropriate departments and officials of Niagara County;
6. Investigates complaints and attempts to resolve the issue satisfactorily;
7. Reviews and approves purchases, assists in preparing bidding specifications, attends bid opening, and participates in recommendations of bid awards within the authority granted;
8. Participates in annual and special report preparation for the District;
9. Attends meetings of the Administrative Board of the District.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of legislation governing solid waste management; working knowledge of New York State DEC Part 360 & 364 Regulations; good knowledge of State health codes pertaining to this field; good knowledge of the principles and techniques of coordinating people and materials; good knowledge of New York State DEC laws governing municipal operations; working knowledge of personnel practices and techniques; ability to supervise the work of others; ability to interpret laws and legislation and present; ability to compile data and maintain records; ability to prepare clear and concise reports and correspondence; ability to get along well with others; ability to exercise sound judgment; ability to address an audience and present information relating to waste management and recycling issues; ability to establish and maintain effective working relationships; initiative and resourcefulness; integrity; tact and courtesy; professional demeanor and appearance; physical condition commensurate with the requirements of the position.

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DIRECTOR – NIAGARA COUNTY REFUSE DISPOSAL DISTRICT CONTINUED

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND**

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Engineering, Sanitary Engineering, Environmental Science, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies or a closely related field, and three (3) years of full-time paid experience in an organization governed by New York State of Environmental Conservation Part 360 and 364 Regulations; **OR**

Five (5) years of full-time paid experience in an organization governed by New York State of Environmental Conservation Part 360 and 364 Regulations.

SPECIAL REQUIREMENTS:

The following certificates must be obtained within twelve (12) months of appointment:

1. 6NYCRR Part 360 – 1.14 NYSDEC Facility Operators Certification;
2. OSHA CFR 1910.120 40 Hour Health and Safety Certification;
3. OSHA CFR 1910.120 Site Supervisors/Managers Certification.