

Civil Division: Oneida-Herkimer Solid Waste Management Authority  
Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 03/10/06

## **ENVIRONMENTAL COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for the coordination and management of region-wide compliance activities. The incumbent provides expertise for the implementation and evaluation of authority projects to insure methods and procedures for solid waste collection and disposal comply with statute, rules and regulations. General supervision is received from the Deputy Executive Director with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of the others is not a responsibility of employees in this class. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Coordinates Authority Solid Waste recycling compliance activities and develops, implements and evaluates reporting and data collection, permit renewal and modification activities;

Provides assistance to municipalities, businesses and institutions in developing and implementing compliance strategies;

Manages the Authority Household Hazardous Waste Facility;

Manages the Authority Conditionally-Exempt Small Quantity Generator Program;

Does field testing and sampling (e.g., SPDES, etc.);

Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;

Issues permit for collection of recyclable and solid waste and compiles data for reporting, permit renewal and modification activities;

Oversees, maintains and coordinates the industrial waste and contaminated soil acceptance and household hazardous waste programs currently implemented by the Authority;

Assists Director of Recycling with the commercial waste audit recycling and enforcement programs as well as the waste characterization program; and other recycling programs;

Works on various new solid waste projects as required;

Assists with permit compliance training activities and computerized maintenance implementation;

Analyzes current and future federal and state solid waste regulations to insure authority participant compliance;

Assists with public education and facility tour program;

Provides technical assistance to the solid waste program staff including research on solid waste issues (e.g. household hazardous waste management, composting processes);

Compiles and edits reports for all Authority facilities;

Assists with applications for various solid waste grants.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of solid waste management and recycling principles, practices and equipment; working knowledge of business and management skills regarding recycling program development and evaluation; working knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences,\* Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience involving environmental management or analysis activities directly related to solid waste management which shall have included public relations, public information and regulation compliance activities; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences\*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field, and three (3) years of experience as outlined in (A) above.

**NOTE:** Verifiable part-time experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

**NOTE:** A Master's Degree in one of the areas mentioned in (A) above is equivalent to one year of experience as defined in (A) above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of appointment is required. Incumbent must maintain license throughout appointment.

**\*Natural Sciences** – means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

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