

Civil Division: Oneida-Herkimer Solid
Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Administrative Support
Revised: 04/26/11

MATERIALS RECOVERY FACILITY ASSISTANT MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility for assisting the Materials Recovery Facility Manager in assuring the most efficient and economical use of equipment, supplies, and personnel at the Materials Recovery Facility of the Oneida-Herkimer Solid Waste Management Authority. The Materials Recovery Facility is where all the recyclable materials collected in Oneida and Herkimer Counties are managed, processed, and shipped for next use. The incumbent also is responsible for the preparation of preventive maintenance time schedules and the assignment of employees to specific maintenance and repair tasks. General supervision is exercised over subordinate employees. The incumbent works under general supervision of the Materials Recovery Facility Manager. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists the Manager in operation of the plant to assure most efficient and economical use of equipment, supplies, and personnel;
Prepares preventative maintenance time schedules and assigns personnel to perform specific maintenance and repair tasks;
Requisitions materials and ensures an adequate maintenance inventory of supplies and equipment;
Supervises, coordinates, and assigns grounds keeping personnel to perform specific maintenance tasks;
Arranges for technical training of plant personnel;
Makes daily inspection of plant and plant machinery;
Ensures strict adherence to safety rules and regulations in operation and maintenance of plant equipment;
Assists the Manager in the preparation of the budget;
Assists plant maintenance personnel in making repairs;
Maintains personnel, inventory, equipment utilization, maintenance, and repair records;
Supervises and maintains routine preventative maintenance and spare parts tracking and reorder system;
Prepares reports on work progress, mechanical defects, and repairs, and unusual occurrences requiring emergency action.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of mechanical and hydraulic systems associated with materials recovery facilities; thorough knowledge of maintenance of mechanical and hydraulic systems; thorough knowledge of the operation and maintenance of large machinery; thorough knowledge of recyclable material processing; good knowledge of occupational hazards and safety procedures concerned with operation of large machinery and motorized equipment; ability to operate motorized equipment; ability to supervise the work of others; ability to keep records and make reports; ability to read and interpret technical manuals and specifications and diagnose mechanical and electrical problems; mechanical aptitude; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate Degree in engineering, manufacturing or mechanical technology **AND** three (3) years of experience in the operation, repair, testing and preventative maintenance of mechanical and hydraulic equipment, two years of which shall have been in supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** Five (5) years of experience as indicated in (A) above, two years of which must have been in a supervisory capacity.

NOTE: If the position requires operation of a motor vehicle, then the following special requirement applies: Eligibility for an appropriate level New York State driver's license at time of application for appointment; possession of the license at time of appointment. This license must be maintained throughout appointment.