

Jurisdiction: Oneida-Herkimer Solid
Waste Management Authority
Jurisdictional Class: Competitive
Revised: 10/2/90

RECYCLING OPERATIONS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for supervising the operation of recycling transfer stations under the jurisdiction of the Oneida-Herkimer Solid Waste Management Authority. The incumbent also assists local municipalities in the composting and recycling of solid waste which will not be transported to the Energy Recovery Facility for burning. In addition, the work requires the development and maintenance of the various record keeping methods for recyclable materials. Supervision is exercised over the work of Laborers and other subordinate employees. Work is performed under the general supervision of the Director of Operations. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and supervises the operation of the recycling transfer station at the Energy Recovery Facility;
Provides technical support and assistance to municipalities in the area of composting and recycling;
Operates the County composting operations and provides technical support as needed;
Establishes and maintains a performance and usage record-keeping system for recyclable materials managed;
Assists in planning and managing changes and improvements in the receiving and shipping of recyclables;
Makes visits to all transfer station facilities on a regular basis to check for compliance with intended mode of operations;
May operate various equipment such as the front end loader, truck, and any other related equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the equipment used in the operation of solid waste transfer stations; thorough knowledge of solid waste composting and recycling operations; good knowledge of occupational hazards and safety procedures related to transfer station work; good knowledge of the proper principles and practices of utilizing transfer stations; ability to keep records and make reports; ability to plan, schedule, and supervise a variety of plant operating and maintenance tasks; ability to communicate effectively with others; ability to plan, supervise, and direct the work of others; ability to interpret applicable regulations; ability to assist in the planning, organizing, and implementing long-range programs; physical condition commensurate with the demands of the position.

continued...

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State two-year college with an Associate's Degree in engineering or mechanical technology, construction technology, or related field **AND** two (2) years of experience in solid waste management, one year of which must have been in supervisory capacity; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in solid waste management, one year of which must have been in supervisory capacity; **OR**
- (C) Six (6) years of experience in solid waste management, one year of which must have been in supervisory capacity; **OR**
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: Eligibility for a valid New York State Class 1 driver's license at time of application for appointment. Possession of the license at the time of appointment.