

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

DIRECTOR OF OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for management of the operations at the Energy Recovery Facility, Sanitary Landfill, Material Recovery Facility and transfer stations at the Oneida-Herkimer Solid Waste Management Authority. The incumbent serves as chief liaison with regulatory agencies. The position requires a capability to formulate and implement policy plans, procedures and methods relative to solid waste management. General direction is received from the Executive Director. The incumbent gives general supervision to the Energy Recovery Facility Manager and the Materials Recovery Facility Manager. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, directs, and coordinates all aspects of facilities and landfill operations;
Prepares and maintains a budget for operations, maintenance and capital construction associated with all of the facilities of the Authority;
Supervises operations staff;
Ensures that all equipment maintenance programs are in effect;
Maintains close administrative contact with appropriate Federal, State, and local government officials regarding operation of all facilities of the Authority;
Insures compliance with health, safety and environmental codes and regulations imposed by State and Federal Agencies;
Works directly with the New York State Department of Environmental Conservation to ensure compliance with the necessary permits for operation of the Authority facilities;
Serves as an agent of the Authority while working directly with Griffiss Air Force Base in insuring proper steam production and operational compatibility, Niagara Mohawk Corporation in insuring proper electrical power production, and other concerned agencies;
Assists in planning and development of future solid waste disposal facilities;
Formulates and enforces the rules for haulers and contractors at each solid waste facility of the Authority.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of Federal, State and local rules and regulations pertaining to an energy recovery facility, materials recovery facility, transfer stations, and sanitary landfill; comprehensive knowledge of construction requirements, supplies, materials and equipment needed for facility operations; comprehensive knowledge of steam production and electrical power generation principles; comprehensive knowledge of principles and methods of business management; ability to analyze and effectively report operating conditions and problems and to recommend and/or implement appropriate solutions; ability to plan, assign, and direct work of subordinates; ability to establish and maintain effective working relationships with Federal, State, County, and local government officials and the general public; ability to present facts clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.

continued...

MINIMUM QUALIFICATIONS: Graduation from a four-year college or university with a Bachelor's Degree in civil or environmental engineering and five (5) years of specialized experience in solid waste disposal and resource recovery management or related engineering field.