

Civil Division: Oneida-Herkimer Solid Waste Management Authority
Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 11/21/16

ENVIRONMENTAL COMPLIANCE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the coordination and management of region-wide compliance activities at the Oneida-Herkimer Solid Waste Authority's Regional Landfill. 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 Landfill Operations Manager with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. This position directly supervises the work of landfill employees, including the heavy motor equipment operators, laborers, vehicle mechanics, truck drivers, and weigh scale operators. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Coordinates Authority regional landfill compliance activities and develops, implements and evaluates reporting and data collection, permit renewal and modification activities;
Does field testing, sampling (e.g., SPDES, etc.) and helps with surveying;
Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;
Compiles data for solid waste reporting, permit renewal and modification activities;
Assist with daily, monthly, quarterly and yearly facility inspections;
Performs stormwater inspections and training, groundwater monitoring and ash landfill monitoring;
Oversees, maintains and coordinates the industrial waste and contaminated soil acceptance implemented by the Authority;
Assists with industrial waste profiling, contaminated soil approvals and carbon credit and greenhouse gas reporting;
Builds wells, balances gas well field, performs maintenance in the gas field and assists in yearly landfill gas expansion projects;
Works on various new solid waste projects as required;
Manages SCADA and GPS data, assists with permit compliance training activities and computerized maintenance implementation, and yearly calibrations and upkeep of monitoring equipment;
Analyzes current and future federal and state solid waste regulations to insure Authority compliance;
Assists with public education and facility tour program;
Provides technical assistance to the solid waste staff including research on landfills and solid waste issues;
Compiles and edits reports for Authority Landfill Facility;
Assists with applications for various solid waste grants.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of landfill operations and solid waste management and recycling principles, practices and equipment; working knowledge of business and management skills related to solid waste management and landfills; working knowledge of local, federal and state solid waste management regulations; ability to use computers and computer programs, such as, Excel spreadsheets; ability to work effectively with the general public; ability to work independently within the scope of general direction; ability to conduct employee training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Candidates must meet the minimum qualifications at the time of application.

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, Environmental Technology, Environmental Energy, or a closely related field; **OR**
- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies, Environmental Technology, Environmental Energy, or a closely related field, **AND** two (2) years of experience involving environmental management and data analysis activities which shall have included regulation compliance activities.

NOTE: Verifiable part-time experience as defined above will be pro-rated toward meeting full-time experience requirements.

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.

Adopted: 1992
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