

## **MATERIALS RECOVERY MANAGER**

**JOB CODE:** 3400  
**DEPARTMENT:** Tioga County Public Works Department  
**CLASSIFICATION:** Competitive  
**SALARY GRADE:** Non-Union  
**ADOPTED:** Adopted 07/10/13, Reso.180-13;, Tioga Co. Personnel & Civil Service

**\*PUBLIC OFFICER, no term**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing duties related to waste reduction and reuse which includes proper disposal of certain solid waste and hazardous waste. The incumbent will develop, implement, and manage a material recovery program and the household hazardous waste program at the County level. Work is performed under the general supervision of the Commissioner of Public Works and the Deputy Commissioner of Public Works, with considerable leeway for the use of independent judgment in carrying out duties and assignments. Assignments are received through conference with the Commissioner and Deputy Commissioner and the status of projects is reviewed through reports. May lead and direct the work of others within the context of program guidelines. Does related work as required.

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

- Develops capital and operating budgets for recycling and hazardous waste programs;
- Establishes contracts for recycling, hazardous waste, debris management, and tire programs;
- Prepares and implements a public education strategy in regard to recycling and hazardous waste;
- Prepares oral and graphic presentations and written reports to be given before legislative bodies and the public;
- Prepares studies in regard to site selection for pilot projects, drop-off areas and the material recovery center;
- Implements and evaluates pilot projects;
- Solicits and administers contracts for markets and operating agreements;
- Participates in meetings with municipal officials, consultants, and advisory groups regarding the County's recycling and hazardous waste programs;
- Maintains contact with municipal recycling and hazardous waste officials in other counties and authorities to share information and explore cooperative recycling ventures;
- Monitors compliance of all material recovery and disposal under state and local regulations;
- Develops long range plans for the disposal of non-recyclable materials;
- Write grant proposals and prepare applications for assistance relating to recycling, hazardous waste disposal, debris management

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the science and technology as applied to recycling programs, solid waste and disposal; working knowledge of budget preparation and administration; familiarity with government procedures and regulations in regard to specifications, bidding and contract award; knowledge of government regulations regarding recycling; knowledge of program development and evaluation; knowledge of the theories and practices of public education; ability to work effectively with the public; ability to prepare and present complex reports and programs effectively; ability to lead and direct the work of others; ability to organize and implement a project from concept to completion; ability to understand complex oral and written instructions; excellent communication skills; physical condition commensurate with the demands of the position.

## 2. Materials Recovery Manager

### **MINIMUM QUALIFICATIONS: Either:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Environmental Science, Public Administration, or closely related field; **OR**
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Environmental Science, Public Administration, or closely related field **AND** two years of full-time paid work experience or its part-time equivalent in solid waste management or closely related program; **OR**
- (c) Possession of a high school diploma **AND** four years of full-time paid work experience or its part-time equivalent in solid waste management or closely related program.