

OTSEGO COUNTY ANNOUNCES THE FOLLOWING VACANCY:

**Solid Waste Department**  
***Solid Waste Coordinator***

***\$47,673 - \$56,558***

**DATED: June 21, 2022**

**LAST DAY FOR FILING: July 5, 2022**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves responsibility for performing duties related to solid waste disposal. The incumbent will manage solid waste and material recovery programs. Work is performed under the general supervision of the Director of Planning with considerable leeway for the use of independent judgment in carrying out duties and assignments. Direct supervision is exercised over all Transfer Station Attendants. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Manages the daily operation of solid waste and recycling programs;
- Enforces Otsego County Mandatory Source Separation and Recycling Law;
- Assists in the development of capital and operating budgets for solid waste and recycling projects;
- Maintains solid waste and recycling information and statistics and prepares required tables or reports;
- Prepares and implements a public education strategy in regard to recycling;
- 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 and drop-off areas;
- Implements and evaluates pilot projects;
- Manages and updates Solid Waste User Fee parcel list;
- Solicits and administers contracts for markets and operating agreements;
- Participates in meetings with municipal officials, consultants and advisory groups regarding the county's solid waste and recycling programs;
- Monitors compliance of all material recovery and disposal under state and local regulations;
- Evaluates solid waste and recycling needs and develops short and long range plans to meet needs in all areas of solid waste and recycling;
- Trains, assists and supervises employees in the daily operations;
- May write grant proposals and prepare applications for assistance relating to solid waste and recycling.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:** Thorough knowledge of the science and technology as applied to modern 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 personnel administration; 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 supervise employees; 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.

**MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a four year college or university with a Bachelors degree in Environmental Science, civil engineering, public administration, geography, geology, biology or closely related field and two (2) years of experience or its part-time equivalent of planning and solid waste experience; **OR**

(b) Graduation from a two year college or university with an Associates degree in Environmental Science, Civil Engineering, Public Administration, geography or closely related field and four (4) years of experience or its part-time equivalent of planning and solid waste experience; **OR**

(c) An equivalent combination of training and experience as defined in (a) and (b) above.

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocounty.com](http://www.otsegocounty.com)