

# **DIRECTOR OF RESOURCE RECOVERY**

**Department: Environmental Control**

**Classification: Non-Competitive**

**Specification Number: 2815**

**Approved: 3/8/23**

**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree and two (2) years of administrative experience, one year of which has included work with a resource recovery program.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this title directs all phases of the solid waste management agreement between the Town and a contract agency. Work involves the performance of inspections to ensure compliance with all agreement stipulations and may involve insuring adherence to all construction requirements. Responsibility is included for developing cost and income projections. The incumbent is required to exercise business knowledge and technical expertise. Work is performed under the general direction of the Commissioner. Performs related work as required.

## **TYPICAL WORK ACTIVITIES**

Acts as liaison for the Town and the resource recovery facility operator;

Conducts specialized inspections to insure compliance with the solid waste agreement and contract stipulations;

Ensures that all permit conditions, codes, regulations, specifications and other requirements are adhered to;

Prepares written and oral reports concerning the operation and makes recommendations on program and policy alternatives;

Reviews billings and makes payment recommendations;

Prepares yearly operating budget estimates;

May inspect all phases of related projects with respect to design, construction, operation, alteration, repair and maintenance.

## **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

Good knowledge of Federal, State, and local laws pertaining to the disposal and monitoring of solid waste; good knowledge of the principles, practices and techniques of contract administration; some knowledge of construction specifications and of their application to resource recovery; ability to secure compliance by appropriate parties with contract specifications; ability to analyze data and evaluate alternatives; ability to prepare technical reports and communicate effectively with colleagues and government officials; ability to express oneself clearly and concisely both orally and in writing; physical condition commensurate with the demands of the position.