



**DUTCHESS COUNTY
CLASS SPECIFICATION**

**DEPUTY COMMISSIONER FOR
SOLID WASTE MANAGEMENT**

DATE ADOPTED: 1/14/2013

LAST REVISION: 12/16/2022

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DISTINGUISHING FEATURES OF THE CLASS:

This is a key administrative position involving responsibility for the formulation and implementation of the Local Solid Waste Management Plan for Dutchess County. This includes the integration of both public and private facilities for collecting, transferring, hauling, processing, recycling, and disposing of solid waste and recyclables in Dutchess County. The incumbent is also responsible for coordinating the enforcement of all laws, rules and regulations pertaining to Solid Waste, such as Local Law No. 1 of 1984, Local Law No. 4 of 1990, and Local Law No. 3 of 2014, which require licensing of private hauling companies. This position administers the contract between the County and the Dutchess County Resource Recovery Agency, which provides solid waste disposal for the County. This position shall conduct continuing performance, environmental and financial analyses of the Resource Recovery Agency and the Resource Recovery Facility operations and regularly report the same, with recommendations for improvement, where necessary, to the Commissioner of Planning and Development. This position must provide close coordination and interface effectively with the Resource Recovery Agency since the Agency owns and operates the Dutchess County Resource Recovery Facility. General direction is received from the Commissioner of Planning and Development. Supervision is exercised over the work of subordinate enforcement and support staff in the solid waste management program.

TYPICAL WORK ACTIVITIES:

Typical work activities for the incumbent in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by the incumbent in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Prepares the Solid Waste Management budget;
2. Oversees the enforcement of laws, rules and regulations and works in conjunction with County Attorney's Office to prosecute violators;
3. Advises the Commissioner of Planning and Development, the County Executive and the County Legislature on solid waste matters including operation of disposal and recycling facilities; participates in all applicable meetings, providing technical background and representing the interests of the County;
4. Recommends and establishes appropriate fee schedules in connection with solid waste disposal licensing;
5. Acts as resource to local municipalities concerning solid waste issues and works with various state and federal agencies, such as New York State Department of Environmental Conservation and United States Environmental Protection Agency, to ensure that local solid waste management practices and facilities are in compliance with governing standards;
6. Administers the licensing process for haulers, including review of applications and investigative reports and oversees ongoing monitoring of licenses;
7. Coordinates solid waste management activities with the Dutchess County Resource Recovery Agency;



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TYPICAL WORK ACTIVITIES: (Cont'd)

8. Works with County staff and municipal agencies to explore the possibility of re-establishing flow control in Dutchess County;
9. Keeps abreast of developments and improvements in the field of solid waste management and explores methods of improving the efficiency of solid waste management in the County;
10. Negotiates inter-county cooperative agreements for dealing with recyclables and excess solid waste;
11. Develops a solid waste management plan, ensuring plan conforms to DEC standards and updates plan as necessary;
12. Evaluates all existing contracts related to the County and the RRA, determine any necessary modifications and work with appropriate agencies to implement;
13. Confers with and addresses civic, political, and environmental groups on solid waste management issues;
14. Attends conferences and public and professional meetings; acts as liaison to federal, state, and municipal agencies and private firms;
15. Prepares variety of narrative, financial and statistical reports on solid waste management.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of modern practices and principles of recycling and solid waste management technology to coordinate the Countywide plan for solid waste management;
- Thorough knowledge of the Federal, State, and local codes, laws, rules and regulations governing solid waste disposal;
- Thorough knowledge of budgeting and fiscal management;
- Thorough knowledge of modern business administrative practices and procedures in order to maintain fiscal control;
- Thorough knowledge of management and supervisory techniques to oversee staff and contractors;
- Good knowledge of local geography and various municipalities and agencies involved in solid waste to analyze and modify County plan;
- Ability to research, analyze and evaluate trends in the area of solid waste management and recycling;
- Ability to plan, in conjunction with other concerned municipal and private agencies, necessary modifications to the overall operation and functioning of County solid waste program;
- Ability to use a variety of computer programs to prepare and analyze various types of complex financial, technical and statistical reports;
- Ability to communicate with legislators, executive officer, technical and legal staff on significant issues related to solid waste disposal and recycling;
- Ability to negotiate, explain and defend potentially controversial topics with various interest groups and the public;
- Ability to plan and supervise the work of others and to coordinate activities with various professional consultants;
- Personal characteristics necessary to perform the duties of the position;
- Physical condition commensurate with the demands of the position.



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MINIMUM QUALIFICATIONS:

- EITHER: (A) Master’s degree in Economics, Public or Business Administration, or Sciences AND three (3) years of professional experience, which involved administrative experience;
- OR: (B) Bachelor’s degree in Economics, Public or Business Administration, or Sciences AND four (4) years of professional experience, which involved administrative experience;
- OR: (C) Graduation from high school or possession of a high school equivalency Diploma AND eight (8) years of professional experience, which involved administrative experience;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A), (B) and (C) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: Management/MG		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO: Officials / Administrators	FLSA Code: N/A	WC Code: 8810	NYSLRS Job Code: 04500E
REVISION HISTORY: 2/23/2022, 12/16/2022			