

ORANGE COUNTY CLASS SPECIFICATION

TITLE: TRANSFER STATION SUPERVISOR **GRADE:** 17

TITLE	ABBREVIATION:	TRAN	STATION	SPV	TITLE	NO.:
567750						

JURIS.CL: C SALARY CODE: 01 UNIT: EEO CODE: SC FLSA CODE: NE

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS **DIVISION:** ENV FAC & SVCS

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF PUBLIC WORKS DIV. of E.F.&S.

DISTINGUISHING FEATURES OF THE CLASS: The work involves utilization of manpower, equipment and material in such a manner as to ensure the efficient and economical operation of the County solid waste transfer stations, closed landfill and related facilities (County solid waste facilities). Work is performed under the supervision of the Deputy Commissioner of Public Works Division of E.F.&S., in accordance with established policies, permitting considerable latitude in planning and carrying out the details of the work. Work involves responsibility for the planning, coordinating, procurement, supervising and management operations of County solid waste transfer facilities and performance of subordinate staff involved. Incumbent must be available for duty seven days a week and will be on call while away from post. Supervision is exercised over all personnel assigned to the County transfer station facilities. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and manages County solid waste transfer stations, closed landfill and related facilities, including but not limited to, processing Municipal Solid Waste (MSW), Construction & Demolition Debris (C&D), Single Stream Recycling (SSR), Mixed Paper & Scrap Metal for hauling, in addition to hazardous waste collection, C&D processing/recovery facilities, solar energy production, composting facilities, biosolids handling and processing and any other waste generation and recovery operations related to same;
2. Ensures operations are in compliance with the rules and regulations of the New York State Department of Environmental Conservation;
3. Plans and schedules the utilization of equipment, men and materials;
4. Assists Administration and Engineering Division in preparing plans, computations, specifications, estimates, and in supervision of construction or renovation of facilities at the transfer stations, closed landfill and related facilities;

- Continued -

5. Supervises the preparation of requisitions, billing, issuing of permits and control of stock inventory; confers with contractual companies as needed to solve billing problems;
6. Supervises site contractors and County construction crews, as well as the operation and maintenance of County transfer station facilities, **closed** landfill, and hazardous waste collection event sites;
7. Researches and develops reports and memorandum concerning recycling, energy generation and resource recovery programs in response to changing economic and energy limitations;
8. Develops cost analysis for the operation; projects expenditures and prepares budget requests;
9. Confers with NYS Department of Environmental Conservation to ensure facilities are operating within established law, codes, rules and regulations;
10. Supervises monitoring, testing and recording of leachate and ground-water quantity and quality;
11. Maintains daily, weekly and monthly material tonnage and activity reports into and out of transfer stations, closed landfill and related facilities;
12. Operates heavy motor equipment as needed;
13. Ensures that safety precautions for employees and users are exercised and adhered to;
12. Prepares appropriate specifications for all maintenance and repair contracts, service, commodities and equipment procurement.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern solid waste disposal principles and techniques; thorough knowledge of the operation of various heavy motor equipment such as front-end loader, bulldozer, grader, tractor trailer; good knowledge of operation of Transfer Station and Weigh Station, including billing and recording procedures; ability to read and understand blueprints and plans related to construction of facilities required for transfer station operation; ability to plan, organize and supervise the work of others and to evaluate their performance; ability to compile and prepare activity reports; ability to communicate; initiative and dependability; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's Degree or higher in Civil, Mechanical, Sanitary or Environmental Engineering or related field and three (3) years of experience in solid waste or transfer station operation that shall have included the operation of heavy equipment, one (1) year of which shall have been in a supervisory capacity; OR
- (B) Associate's Degree in Civil, Mechanical, Sanitary or Environmental Engineering or related field and five (5) years of experience as outlined in (A) above, one (1) year of which shall have been in a supervisory capacity; OR
- (C) Graduation from a high school or possession of a high school equivalency diploma and seven (7) years of experience as outlined in (A) above, one (1) year of which shall have been in a supervisory capacity.

SPECIAL REQUIREMENT: Possess and maintain a valid Commercial Driver's License with a "B" classification (CDL-B).

Note: Your degree 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. If your degree were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED: 8/11/18

REVISED: 5/21/19 AT

REVISED: 04/08/25 dc