



OCRRA
100 Elwood Davis Road
North Syracuse, NY 13212-4312
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Assistant Director of Transfer Operations

Join us in one of the Agency's key positions! The Onondaga County Resource Recovery Agency, OCRRA, has an opening on our Transfer Team for as an Assistant Director of Transfer Operations.

This position is integral to the efficient operations of our Transfer sites and oversees the processing and hauling of materials to various disposal sites and compost operations.

The Assistant Director of Transfer Operations [Asst Dir XOPS] is responsible for direct oversight and logistical management on our transfer and compost sites, reporting to the Director of Transfer Operations. The position will supervise the Agency's unionized work force, be accountable for Facility Maintenance and be in direct support of the Director of Transfer Operations. Duties could include regulatory review of site inspections, data management for Safety Training, payroll review and various tasks as listed in the full description attached.

A successful candidate will have excellent communications skills, strong personnel management, and strategic planning capabilities.

Qualified candidates will possess a bachelor's degree, and two (2) years of professional, administrative level work experience, or its part-time equivalent, in solid waste, compost operations, or similar public works administration. Please review the qualification requirements in the Onondaga County description for further details.

The position is a provisional Civil Service appointment. The annual salary range for this position is \$74,000. to \$82,000. and is commensurate with candidate experience. OCRRA offers generous fringe benefits including medical, dental, & vision insurance, NYS Retirement and savings plans, and time off accruals.

Applications can be obtained on the Employment page at OCRRA.org or at the administrative offices at Elwood Davis Road.

Send application, resume, and letter of interest to Michca Ballard-Fortin, OCRRA, 100 Elwood Davis Rd, North Syracuse, NY 13212 or email your response to mballard@ocrra.org.

OCRRA is an equal opportunity employer.

Be part of a dynamic Leadership Team working to improve the environment!

Job Type: Full-time

Salary: \$74,000 to \$82,000 per year.

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for assisting in directing and managing the transfer and hauling of Onondaga County's solid waste, ash residue, and certain recyclables to the disposal site as well as operations at the Agency's composting facilities. Under general supervision of the Director, Transfer Operations, an employee in this class is responsible for planning, controlling and supervising the activities of employees involved in the operation and scheduling of the operations of one or more transfer stations and composting facilities. The incumbent has responsibility for reviewing and assessing accident reports and recommending and implementing changes in safety procedures. The work also involves responsibility for supporting hauler compliance activities through Recycling Enforcement Officer oversight and recommending the development, revision and implementation of improved work policy and procedural standards. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans, controls and supervises the activities of employees involved in the operation and scheduling of the outgoing transport of solid waste in a transfer station and at the composting facilities of the Onondaga County Resource Recovery Agency (OCRRA).

Assists the Director with hauler compliance activities through Recycling Enforcement Officer oversight.

Performs the role of Safety Officer and chairs the Safety Committee meetings to review and assess accident reports; recommends and implements changes in safety procedures and reviews past safety recommendations, changes and accomplishments in all areas of plant operations.

Recommends the development, revision and implementation of improved work policy and procedural standards by suggesting effective changes in the positioning of work force, enforcing schedule revisions and operational work flow procedures for handling and processing solid waste throughout the facility and in transport to final disposal sites;

Contacts and acts as liaison with personnel of service contractors and users to advise on and discuss regulations, procedures and schedules of waste delivery and drop off at OCRRA facilities.

Manages the full operation and utilization of equipment and facilities and maintains a constant check of work in progress to ensure that work is done efficiently, on schedule and according to approved standards, regulatory requirements, and safety procedures.

Oversees the development and implementation of work schedules to ensure operational efficiency and cost effectiveness.

Meets with and directs all supervisors and crew leaders regarding changes in standards, procedures, assignments or policy revisions.

Reviews daily operations at major waste plant facilities and makes on-site visits to ancillary landfill sites to assess work conditions, procedures and standards.

Monitors effectiveness of scheduling and procedural changes on operations and reports changes to management as needed.

Oversees the preparation and submittal of all composting samples for quarterly laboratory testing.

Completes all quarterly storm water monitoring at transfer stations and composting facilities and reports results to Director and Engineer for inclusion in regulatory reports.

Reviews employee time records against scheduled hours.

Responds to inquiries from general public, media and municipalities regarding specialized processes/procedures in force at OCRRA facilities;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and practices of solid waste management as it relates to transfer operations.

Good knowledge of the principles and practices of business and public administration.

Good knowledge of computer applications for office operations, including word processing and spreadsheets, and use of the Internet.

Ability to deal effectively with a wide variety of personnel in carrying out the administrative policies of the department.

Ability to supervise varying levels of personnel in a manner conducive to full performance and positive morale, and to manage effectively in a unionized work environment.

Ability to analyze financial and statistical data.

Ability to prepare reports.

Ability to coordinate operations with other OCRRA departments and projects.

Ability to deal effectively with contractors, vendors, municipal officials and others.

Ability to communicate effectively both orally and in writing.

Ability to exercise good judgment, tact and courtesy.

Ability to walk through landfills, transfer station, garbage disposal areas and other irregular terrain.

MINIMUM QUALIFICATIONS**Open-Competitive:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate degree in Engineering, Environmental Science, Business Administration or Public Administration, and two (2) years of professional, administrative level work experience, or its part-time equivalent, in the area of solid waste management, compost management, or public works operations management, one (1) year of which must have been in a supervisory capacity; or,
- B) Graduation from a regionally accredited or New York State registered college or university with a Baccalaureate degree in Engineering, Environmental Science, Business Administration or Public Administration, and three (3) years of professional, administrative level work experience, or its part-time equivalent, in public administration, business administration, or in the enforcement of municipal codes or regulations, one (1) year of which must have been in a supervisory capacity; or,
- C) C) An equivalent combination of training and experience as described by the limits of (A) and (B) above.

NOTE:

Successful completion of graduate semester hours in public or business administration, or a closely related field, from a regionally accredited or New York State registered college or university, may be substituted for work experience as follows: Thirty (30) semester credit hours is equivalent to one (1) year of work experience; Sixty (60) semester credit hours is equivalent to two (2) years of work experience.