



OCRRA  
100 Elwood Davis Road  
North Syracuse, NY 13212-4312  
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## **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 Administrative Team for a 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 Transfer Director is responsible for regulatory compliance, logistics of moving material, mandatory heavy equipment, fleet maintenance and the supervision of our unionized Transfer and Compost employees. Critical thinking, strategic planning, excellent computer skills and effective supervisory and communication skills are keys for a successful candidate in this opportunity. This position reports to the Agency's Executive Director.

Qualified candidates will possess a bachelor's degree, or higher, and two (2) years of professional, administrative level work experience, or its part-time equivalent, in the area of solid waste operations. Operations experience should include planning, directing, and coordinating activities & staff in a solid waste program; one year of which must be in a supervisory capacity.

Alternatively, a qualified candidate may possess a bachelor's degree, or higher, in Environmental Science, Business Administration or Public Administration and five (5) years of professional, administrative level work experience, or its part time equivalent, in business administration, transportation logistics or public works operations management one year of which must have been in a supervisory capacity. Work experience should include regulatory compliance and oversight of heavy equipment, fleet management or solid waste operations.

The position is a provisional Civil Service appointment. The annual salary range for this position is \$105,000 to \$120,000, and is commensurate on 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](http://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](mailto: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:** \$105,000 to \$120,000 per year.

**DISTINGUISHING FEATURES OF THE CLASS**

Work involves responsibility for directing and managing the processing, transfer and hauling of Onondaga County's solid waste, ash residue, compost, and certain recyclables to the disposal site. Under general supervision of the Executive Director, an employee in this class is responsible for establishing the program, procedures and design and placement of equipment to ensure efficient, safe, effective operations of the OCRRA facilities. The incumbent oversees the operation and exercises direct and indirect supervision over operational and enforcement personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES**

- Directs and manages the transfer operations involving the timely, efficient, and safe processing and transfer of solidwaste, ash residue, compost and certain recyclables to disposal site.
- Exercises direct supervision of supervisory operational employees and enforcement personnel and indirect supervision of represented employees through a collective bargaining agreement at all OCRRA campuses.
- Establishes the design and placement of equipment for efficient and safe operations and traffic flow.
- Designs and administers overall program and procedures for the effective, efficient and safe operation of OCRRA activities.
- Determines and administers administrative policies or changes to existing policies through supervisory staff.
- Plans and develops a program to maintain efficient staffing for the operation; works with Personnel in areas of hiring, terminations, and discipline.
- Coordinates all phases of operational fiscal management including the operating budget and capital budget plans, contracting for services including equipment and site specifications and bid processes and manage all vendor contracts related to operations.
- Responds to inquiries from general public, haulers and municipalities regarding rules and procedures at compost sites and transfer stations and the disposal of special or extraordinary types of waste.
- Prepares reports to Executive Director and Board of Directors by organizing and maintaining operational data and facility status reports.
- Confers with subordinates on special needs such as condition of equipment, corrective measures and repairs. Maintains legally mandated records.
- Acts as a representative of management in labor contract negotiations and in labor disputes.
- Attends meetings of the Board of Directors and monthly Recycling and Operations Committee meetings.

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS**

- Thorough knowledge of the principles and practices of solid waste management. Thorough knowledge of transportation logistics and planning.
- Good knowledge of the principles and practices of business and public administration.
- Good knowledge in the use of personal computer, including the use of spreadsheets and the Internet. Ability to deal with a wide variety of personnel to carry out the administrative policies of the department.
- Ability to supervise varying levels of personnel in a manner conducive to full performance and positive morale.
- Ability to analyze tonnage reports, fleet logs, financial and statistical data. Ability to coordinate operations with other OCRRA programs and projects. Ability to deal effectively with contractors, haulers and municipal officials.
- Ability to express ideas and issues clearly and effectively both orally and in writing.
- Ability to walk through landfills, transfer station, compost sites, garbage disposal areas and other irregular terrain. Ability to prioritize tasks.
- Ability to work in a team environment. Strong analytical skills.
- Good problem-solving skills.

## **MINIMUM QUALIFICATIONS**

### **Promotion:**

Two (2) years of permanent competitive class status in the title of Assistant Director, Transfer Operations.

### **Open-Competitive:**

A. Graduation with a bachelor's degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of professional, administrative level work experience, or its part time equivalent, in the area of solid waste operations, which involved supervising, planning, directing, and coordinating activities and staff in a solid waste program; or,

B. Graduation with a Bachelor's Degree, or higher, from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees in Environmental Science, Business Administration or Public Administration, and five (5) years of professional, administrative level work experience, or its part time equivalent, in business administration, transportation logistics or public works operations management, one (1) year of which must have been in a supervisory capacity. Work experience shall include regulatory compliance and oversight of heavy equipment or fleet management; or,

C. An equivalent combination of training and experience as described by the limits of (A) and (B) above.