
DIRECTOR OF MATERIALS MANAGEMENT

Salary range: \$102,745 – \$123,294. Additional compensation may be considered for well qualified candidates.

Apply for this job at <http://www.danc.org> and submit your cover letter, resume and online application.

Job Summary: The Director of Materials Management is responsible for the overall management of the Materials Management Division in Rodman, New York; including but not limited to: landfill facilities, operations and maintenance, customer services, environmental stewardship, natural resource preservation, waste diversion (3R's), regional coordination and public education. This includes management of capital resources, fiscal and human resource management, and strategic planning. The Director of Materials Management has administrative oversight of Division functions and will assist the Chief Operating Officer with implementation of Division strategic goals.

Duties/Responsibilities:

- Manages all operational, financial and human resources required to operate the Materials Management Facility.
- Complete annual performance reviews on all subordinates, including detailed and specific comments on all aspects of their job requirements.
- Responsible for the Safety Practices and adherence with Authority Safety Policy.
- Coordinates with Engineering Division on environmental and regulatory requirements.
- Prepares, manages, and administers budget for the Materials Management Division.
- Approves operating and capital expenditures in compliance with annual budget.
- Directs consultants and engineers on Materials Management capital projects.
- Plans and monitors construction activities.
- Advises Chief Operating Officer on facility issues, and works cooperatively with COO to execute operational plans consistent with Authority policies.
- Ensures compliance with Authority policies for Materials Management personnel.

- Plans, directs, and administers training for all Material Management personnel.
- Ensure compliance with state and federal requirements.
- Coordinates Materials Management and Citizen's Advisory Committees.
- Works with Executive Management on new initiative concept, planning, and development.
- Represents the Authority in public forums, to educate and create awareness of landfill and MMF activities.
- Works with customers and partners to implement operating policies.
- Implements a Natural Resources Conservation Plan.
- Fosters waste diversion, reduction, and reuse as recycling alternatives.
- Comply with Authority Health and Safety procedures.
- Related duties as required.

Qualifications (Knowledge, Skills and Abilities):

- Knowledgeable of, and able to operate computer systems, and general office equipment and be able to learn the use of Microsoft Outlook, Excel and other software as needed.
- Knowledgeable of solid waste, recycling and facility issues and operation.
- Skills in leadership, supervisory of staff and management.
- Skills in verbal and written communication.
- Ability to exercise good judgment and professionalism.
- Skills to qualify for Confined Space Entry in accordance with Occupational Safety and Health Administration, 29 CFR 1910.146.

Education:

- Bachelor's Degree in Engineering, Environmental Science, Construction Management or other fields related to the solid waste industry.
- Master's Degree or higher in Environmental Science, Environmental Engineering, Environmental Studies or closely related fields preferred.

Professional Certification/Licenses:

- OSHA 10 Hour Safety Certification required to be obtained within 1 month of hire.
- SWANA Manager of Landfill Operations certification required to attain within one year of hire.
- At least one certification from an accredited course in landfill operations (i.e. NYSASWM

“Landfill Operator Training”).

Experience:

- At least ten years' experience in solid waste industry or facility management.
- An equivalent combination of education, training and experience may be acceptable.

BENEFITS: The Authority offers a competitive compensation package to include participation in the NYS Employee Retirement System (PENSION), NYS Deferred Compensation Plan, paid holidays, and vacation, sick and personal days; medical, dental and vision insurances; plus, we offer tuition reimbursement and professional development.

Review of applications will begin immediately and continue until the position is filled.