

## LANDFILL SUPERVISOR/ RECYCLING COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The work combines the responsibilities of Landfill Supervisor and Recycling Coordinator and involves responsibility for supervising and participating in maintaining a municipal landfill in neat and orderly condition and may involve the operation of heavy equipment, such as bulldozers, at the landfill site; and additionally involves responsibility for planning coordinating the operations of a municipal recycling program. The work is carried out in accordance with both established procedures and with some procedures established by the incumbent and involves tasks related to caretaking a municipal landfill such as directing users of the facility to appropriate areas for dumping refuse or placing recyclables, keeping the site as orderly as possible, using heavy equipment in covering or managing refuse, overseeing the recycling site, engaging in community education activities and researching related issues and developments in the field. The class differs from that of Landfill Supervisor and Recycling Coordinator in that this position combines the duties of both classes. The class differs from lower level titles in the Landfill and Recycling series in that this is a higher level position involving broader and greater responsibility. Work is performed under the general direction of a higher level employee, municipal board or official. Supervision is exercised over the work of subordinates. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform same or all of the following, as well as other related activities not described.

Supervises those employees assigned to the landfill site;

May operate motorized equipment such as bulldozers, loaders and trucks to spread and cover the refuse;

Performs maintenance and minor repairs on landfill equipment;

Loads, transports and spreads dirt or shale to be used in the landfill site;

Prepares employee work schedules and reports hours worked for payroll purposes;

Prepares written reports concerning the landfill operation;

May perform all duties of a Landfill Operator;

Supervises and participates in the operation of a municipal recycling program;

Supervises and trains program staff and volunteers in procedures and issues with respect to recycling;

Conducts community education programs in schools and with other groups concerning municipal recycling;

Conducts a variety of studies concerning recycling options;

Meets and shares information with municipal recycling personnel from other agencies;

Researches issues involved in solid waste management and resource program;

Negotiates with markets for the sale of recycled materials;

Negotiates with haulers for the removal and delivery of recycled materials;

Attends seminars, meetings and training courses related to solid waste management and resource recovery.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of solid waste management and resource recovery issues as they related to a recycling program in a small municipality; working knowledge of the procedures used in municipal recycling; working knowledge of concepts and techniques in community education; working knowledge and skill in the operation of heavy motor equipment such as bulldozers, loaders and trucks; working knowledge and skill in performing minor mechanical repairs to motorized equipment; ability to supervise the work of others; ability to understand and carry out simple oral and written directions; ability to establish and maintain effective working relationships with co-workers and the public; ability and willingness to perform simple manual tasks without direct supervision; willingness to work outside under adverse weather conditions; good judgement; dependability; sobriety; honesty; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from high school or possession of a high school equivalency diploma and six (6) months of paid or volunteer experience with a municipal recycling program or related work;  
**OR**
- B. One year of paid or volunteer experience with a municipal recycling program or related work; **AND**
- C. Six (6) months of experience in maintaining a landfill or related work.

**Special Requirements:** Incumbents who operate motor equipment on public roadways must possess an appropriate level New York State Driver's License.

ULSTER COUNTY  
3870 LD S/RV CD  
Classification: Competitive  
OA

Adopted: July 17, 1990  
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