

Civil Division: Oneida-Herkimer Solid Waste Authority  
Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 09/22/09

## **SUPERINTENDENT OF WASTE COLLECTION**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the daily operation of waste and rubbish collection and for follow-up on complaints and Sanitation Code enforcement. This is a management position involving planning, organizing and implementing waste collection activities subject to the general direction of the Executive Director. An employee in this class exercises supervision over a large number of sanitation crew leaders and non-supervisory personnel. Supervision is also exercised over the Utica Solid Waste Coordinator/Senior Account Clerk Typist, Solid Waste Inspectors, and other positions as indicated below. The incumbent must have the physical strength, stamina and endurance to perform heavy physical work. The incumbent must perform duties under adverse conditions and locations. The incumbent works outdoors, occasionally under adverse conditions. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Plans and directs the activities of employees engaged in the collection and/or disposal of trash, debris and other obstructions and schedules necessary work activities of waste collection crews and solid waste inspectors;

Supervises the office clerical work for the Authority's City function, maintains daily records and prepares necessary reports;

Responsible for daily records of weigh slips, bills and other necessary information;

Responsible for necessary information for budget;

Responsible for daily records on all employees including, but not limited to, hours worked, overtime, injuries, time off and discipline records;

Responsible for the enforcement of City Sanitation Codes to include follow-up on citizen complaints; issue notices of violations; follow-up on notices of violation;

Assists the Executive Director in coordinating City-wide programs involving clean-up of neighborhood areas;

Recommends revisions to City Sanitation Codes;

Recommends revisions to methods of picking up trash and rubbish;

Acts as departmental liaison to neighborhood groups and other city departments on issues involving waste collection, litter and Sanitation Code enforcement;

Performs other duties as assigned by the Executive Director to include the supervision of demolition crews and household hazardous waste collection programs (i.e. MRF Supervisors, HMEOs, solid waste management workers and sorters).

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the principles and practices of waste collection and rubbish removal; Good knowledge of the principles and practices of supervision; Good knowledge of safety practices and requirements associated with waste collection and operation of waste collection vehicles and apparatus; Good knowledge of municipal Sanitation Codes; Ability to plan, schedule and supervise effectively the work of a large number of employees; Ability to maintain records and prepare reports; Physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** three (3) years of work experience in public works administration in a supervisory capacity; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** five (5) years of work experience in the collection and/or disposal of garbage, trash, refuse or debris and/or public works experience, three (3) years of which must have been in a supervisory capacity; or
- C. Seven (7) years of work experience in the collection and/or disposal of garbage, trash, refuse or debris and/or public works experience, three (3) years of which must have been in a supervisory capacity.

Adopted: 12/17/07  
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