



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: SOLID WASTE ADMINISTRATOR (Provisional* Appointment)

SALARY: \$71,755 - \$92,414 annually

LOCATION: Monroe County Department of Environmental Services

JOB SUMMARY:

This is a professional position, located in the Department of Environmental Services requiring the application of technical, administrative and leadership capabilities in developing and implementing a large scale solid waste management system. Duties include coordinating and managing contracts and agreements relating to solid waste systems including landfills, recycling, and resource recovery facilities, and solid waste management plans. The employee reports directly to, and works under the general supervision of, the Director of Environmental Services or other higher level staff member. General supervision is exercised over professional and clerical staff. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Civil, Sanitary, or Environmental Engineering, Environmental Management or a closely related field, or any environmental science field plus four (4) years paid full-time or its part-time equivalent experience in solid waste planning, management, and regulatory compliance; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, plus six (6) years paid full-time or its part-time equivalent experience in solid waste planning, management, and regulatory compliance; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus eight (8) years paid full-time or its part-time equivalent experience in solid waste planning, management, and regulatory compliance; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: March 30, 2017

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.