

**DEPARTMENT:** PUBLIC WORKS  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** NOVEMBER 12, 2015

**FLSA Status:** Exempt/Administrative 1/4/2010

### **ENVIRONMENTAL SCIENCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for administering the Division of Environmental and Solid Waste Management in the Niagara County Public Works Department. The Environmental Science Coordinator is responsible for planning and managing environmental and solid waste management programs at the County level, including waste reduction and recycling programs. This position focuses on collecting and analyzing data from all public and private solid waste disposal and recycling facilities within Niagara County in order to update the County's Comprehensive Recycling Analysis and Solid Waste Management Plan. The incumbent is responsible for facilitating the development and implementation of waste management strategies developed in conjunction with updates to the Comprehensive Recycling Analysis and Solid Waste Management Plan. The incumbent is responsible for all landfill post closure care and all Refuse District matters including proceedings, correspondence, budget preparation and management, assigned personnel, and meetings. The incumbent reports directly to the Commissioner of Public Works, is allowed to exercise independent judgment, and exercises general direction over others involved in the work of the division. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Implements policy directives issued by the Niagara County Legislature and County Manager regarding solid waste management efforts, including landfill post closure care, and advises on related policy matters;
2. Confers with local officials to obtain information on local waste collection and recycling practices and advises on opportunities to improve practices;
3. Collects and analyzes municipal solid waste generation and recovery data and implements measures to improve routine data collection and analysis;
4. Submits reports annually to the Niagara County Legislature and County Manager detailing the impact of solid waste management initiatives on municipal solid waste generation and recovery figures;
5. Prepares updates to the Solid Waste Management Plan and Comprehensive Recycling Analysis at least every two (2) years and submits documentation to New York State Department of Environmental Conservation (NYSDEC) in accordance with New York State regulations;
6. Prepares an annual budget for the Division of Environmental and Solid Waste Management and the Refuse District under advisement by the Commissioner of Public Works, County Manager, and Niagara County Legislature;
7. Identifies new funding sources, applies for grants, and develops strategies to balance spending against anticipated revenue streams for the Division of Environmental and Solid Waste Management;
8. Submits requests at least annually to the Department of Environmental Conservation Municipal Waste Reduction and Recycling State Assistance Program for reimbursement of eligible program costs;
9. Makes recommendation, at least annually, to the Niagara County Legislature and County Manager on strategies for implementing solid waste management initiatives identified in the County's Solid Waste Management Plan;
10. Works with Niagara County municipalities, the Niagara County Solid Waste Consortium and private waste handlers to improve municipal solid waste collection and recovery efforts and coordinate solid waste management initiatives;
11. Serves as liaison on behalf of Niagara County government with all appropriate entities for all matters pertaining to solid waste management and the Refuse District;
12. Collaborates with the Niagara County Environmental Management Council to identify strategies and implement programs to protect or restore environmental and ecological resources and minimize potential environmental degradation associated with solid waste management practices in Niagara County;
13. Collaborates with the Niagara County Solid Waste Management Council to identify strategies and implement programs to improve solid waste management practices at the municipal and county level and increase participation in solid waste reduction and recycling efforts among residents, businesses, and institutions throughout Niagara County;
14. Utilizes new technologies and advanced software applications to conduct complex analyses and convey advisory information including, but not limited to, Microsoft Office and Geographic Information Systems.
15. Reviews local, county, State, and Federal legislation governing solid waste management and recycling programs and informs Niagara County officials and local municipalities about changes and mandates;
16. Develops pilot programs to showcase effective environmental and solid waste management practices including waste reduction and recycling programs;

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## ENVIRONMENTAL SCIENCE COORDINATOR CONTINUED

17. Disseminates information using a variety of methods as part of a public education and outreach program to inform County residents, businesses, and institutions on environmental and solid waste management practices, waste reduction and recycling programs, local collection efforts, etc;
18. Coordinates detailed technical investigations related to landfill hydrogeology and waste migration as part of landfill post closure care; conducts weekly field observations; prepares reports; gas/leachate investigations; and oversees ongoing maintenance;
19. Prepares and submits variety of written, statistical, and verbal reports;
20. Prepares bid specifications, manages construction projects, and finances of the Refuse District;

### FULL PERFORMANCE KNOWLEDGES , SKILLS, ABILITIES AND PERSONAL CHARCATERISTICS:

Thorough knowledge of the purposes, principles, terminology, and practices related to environmental, solid waste, and landfill post closure management, including waste reduction and recycling; thorough knowledge of environmental engineering practices; working knowledge of current methods for collecting, analyzing, and interpreting statistical data; working knowledge of legislation, current problems, and professional literature in the field; working knowledge of management skills associated with program development, implementation, and evaluation; working knowledge of State and Federal environmental and solid waste management regulations; ability to identify, evaluate, propose, develop, and implement strategies, policies, programs, and alternatives within the scope of the position; ability to work effectively with advisory groups, government officials, and private businesses to develop and promote public awareness of waste management and recycling policies, programs, and issues; ability to work independently within the scope of the position; ability to accurately correlate information and evaluate effects of waste generation on human population, natural resources, and ecological relationships; ability to conduct field inspections as necessary; ability to prepare clear and concise reports and correspondence; ability to get along well with others; ability to exercise sound judgment; ability to address an audience and present information relating to waste management and recycling issues; ability to establish and maintain effective working relationships; initiative and resourcefulness; integrity; tact and courtesy; professional demeanor and appearance; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Environmental Engineering, Sanitary Engineering, Environmental Science, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies or a closely related field, and two (2) years of progressively responsible full-time paid environmental management experience involving a combination of the following: solid waste management, public education and outreach, statistical analysis, program development, budgeting, and/or regulation compliance activities; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Environmental Engineering, Sanitary Engineering, Environmental Science, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies or a closely related field, and four (4) years of progressively responsible experience as outlined in (1) above; **OR**
3. Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Environmental Engineering, Sanitary Engineering, Environmental Science, Environmental Technology, Environmental Planning, Environmental Management, Environmental Studies or a closely related field and six (6) years of progressively responsible experience as outlined in (1) above.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License is required at the time of appointment and throughout the duration of employment.