

Jurisdictional Class: Competitive
Adopted: February 7, 1996
Revised: August 3, 2010

SOLID WASTE AIDE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing technical duties in order to facilitate the smooth and efficient operation of the landfill in the disposal, recycling, transport, and handling of solid waste in compliance with federal, state, and local regulations. The work is performed under general supervision with considerable leeway given for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Conducts regulated quarterly and annual water sampling and reports for landfills and transfer stations, and maintains records;

Maintains and schedules Landfill and Leachate collection and liner systems;

Develops and maintains waste screening program and develops written screening guidelines;

Samples various waste materials as required;

Reviews New York State Transporter Permits for accuracy and acceptability of wastes for landfills;

Monitors and inspects landfill operations and systems for compliance with New York State regulations;

Assists in matters related to office procedures, subdivision and site plan review, and enforcement, correspondence, updating, and development of utility (water, sewer, lighting, and highway) plans for system layout, field surveying, map preparation, title searches, deed and easement preparation, and evaluation of all types of blue prints for contract specification preparation and review;

Conducts assigned research projects;

Prepares analytical reports as required;

Maintains records and assists in the preparation of required reports;

Answers inquiries from the general public regarding policies and rules and regulations governing the operation of the department's subdivision regulations and procedures, and investigates complaints;

Assists in maintaining good public relations;

Reviews subdivision project plans for compliance with municipal subdivision regulations;

Reviews incoming mail and answers general correspondence;

Performs related work necessary for the efficient operation of the department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of an engineering department's organization, reporting requirements, office and engineering terminology, surveying procedures, and equipment in relation to solid waste landfills and related systems;

Good knowledge of maintenance techniques, procedures, and schedules for leachate collection and liner systems associated with solid waste landfills;

Good knowledge of scientific arithmetic, English, and statistical techniques;

Ability to understand and interpret engineering plans and descriptive specifications;

Good knowledge of ground water sampling techniques and New York State DEC Requirements associated with solid waste landfills;

Strong verbal and written communication techniques;

Ability to operate a computer, blueprint machine, and other related office equipment;

Ability to maintain good working relationships with others.

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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 in planning, engineering, drafting, program management, surveying, construction, or closely related field; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in planning, engineering, drafting, program management, surveying, construction, or closely related field and two (2) years experience which shall have involved surveying and drafting; or
- (c) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience which shall have included surveying and drafting; or
- (d) An equivalent combination of training and experience as outlined by the limits of (a), (b), and (c) above.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at time of application. Possession of license at time of appointment.