

**PUBLIC WORKS COMMITTEE – SOLID WASTE & RECYCLING**  
**DPW AGENDA**  
**April 28, 2023**

Committee Members: CONOVER, Dickinson, Bruno, Thomas, Merlino, Braymer and Stec

- I. Committee meeting called to order by Chair**
- II. Approval of minutes of prior Committee Meeting**
- III. Privilege of the floor and public comment**
- IV. Action Agenda/New Business Items**
  - 1. Request: Increase Salary of a Non-Union Position  
Rationale: to attract the right candidate for the position
  - 2. Request: Notice of Intent to Fill Position – Solid Waste Recycling Compliance Coordinator  
Rationale: Due to Resignation
- V. Discussion Items:**
  - 1. Organics Management Plan/Survey – Update
  - 2. Household Hazardous Waste Days - Update
- VI. Referrals/Pending Items**
- VII. Privilege of the floor and public comment**
- VIII. Motion to Adjourn**

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Attachments:

  - 1. Resolution Request No. 13 – Increase Salary
  - 2. Resolution Request No. 12 – Notice of Intent to Fill Position

## ***RESOLUTION REQUEST FORM NO. 13***

### ***Request to Increase or Decrease Salary of Non-Union Position***

**DEPARTMENT NAME: DPW - Solid Waste**

**DATE: 4/28/23**

- (a) Employee Name, Title and Employee No.: Szabo/Solid Waste Recycling Compliance Coordinator/13583
- (b) Current Annual **Base** Salary (and Grade if Applicable): Grade 11, \$59,212
- (c) Former Annual **Base** Salary (and Grade if Applicable): Grade 8 \$50,633
- (d) Effective Date for Salary Change:\* 5/19/23  
\*Please do not backdate request unless the purpose is to correct an error.
- (e) If This is a Request for a Salary Increase, Where are Funds in the Budget for this Position? List Budget Code (with title), Object Code (with title), and Amount:  
TBD
- (f) Justification of Request: Based on review of the current positions within the state and a discussion with the Human Resource Director and Civil Serviv Director.

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19  
Title of Position: Solid Waste/Recycling Compl. Coord. Base Salary of Position: ~~85942~~ 102,422 Grade: 12 (non-union)  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: Solid Waste/Recycling Compliance Coord. Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 13583/Szabo Date of Vacancy: 3/20/23  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State \_\_\_\_\_%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
**Actual Impact to Budget Report will be provided monthly by Human Resources Director.**  
**Candidate's qualifications must be approved by Personnel Officer prior to hiring.** 4/19/23  
**Human Resources Director has approved this form when initialed.** 4/19/23

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 4/24/2023

### BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 4/25/2023

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee PUBLIC WORKS  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 4/28/23

## **SOLID WASTE/RECYCLING COMPLIANCE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the Warren County Department of Public Works and involves responsibility for compliance oversight of the management and handling by municipalities and businesses of solid waste and recyclables processes/activities within Warren County. Duties include the administration of the County Solid Waste Management Plan, including but not limited to record keeping, assisting Towns and their transfer stations, education of the public, permitting of haulers and enforcement of local laws. The incumbent ensures that methods and procedures for solid waste collection, recycling and disposal comply with statute, rules and regulations. The work is performed under the general supervision of the Superintendent of Public Works with leeway allowed for the exercise of independent judgment in planning the details of activities and assuring responsibility for results. Supervision over the work of others is not a responsibility of employees in this class. Does related work as required.

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

Coordinates and oversees County wide material recycling compliance activities and develops, implements and evaluates reporting and data collection;  
Provides assistance/education to municipalities, businesses and institutions in developing and implementing compliance strategies;  
Researches and assesses current solid waste management and waste collection practices of area municipalities to insure compliance with applicable laws, rules and regulations;  
Issues haulers permits for collection of recyclable and solid waste and compiles data for reporting;  
Works on various new solid waste projects as required;  
Analyzes current and future federal and state solid waste regulations to insure compliance;  
Assists Public Information Officer with public education programs;  
Writes and applies for various solid waste/recycling grants.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of solid waste management and recycling principles and practices; good knowledge of business and management skills regarding recycling program development and evaluation; good knowledge of federal and state solid waste management regulations; ability to work effectively with advisory groups, government officials and private business to develop and promote public awareness; ability to work independently within the scope of general direction; ability to prepare news releases, education materials and conduct training; ability to express ideas and concepts both orally and in writing; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in Environmental Planning, Ecology, Natural Resources, Natural Sciences\*, Environmental Education, Environmental Science, Environmental Engineering, Environmental or Natural Resource Management, Environmental Studies or a closely related field, and one (1) year of experience with solid waste management planning or analysis activities directly related to solid waste management which shall have included regulation compliance activities; **OR**

- (B) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in Ecology, Natural Resources, Natural Sciences\*, Environmental Science, Environmental Engineering, Engineering Technology, Environmental Technology, Environmental Studies or a closely related field and three (3) years of experience as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Verifiable, paid, part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver's License at time of appointment.

\*"Natural Science" means the branches of science collectively which deal directly with natural objects, organic or inorganic and the substance composing them and the phenomena exhibited by them. These may include biology in all its branches, mineralogy, geology, chemistry, physics, geography and other sciences, but not abstract mathematics, philosophy or metaphysics.

WC: 3/21  
JC: Competitive