

SUSTAINABILITY MANAGER

JOB CODE: 3402
DEPARTMENT: Tioga County Department of Economic Development & Planning
CLASSIFICATION: Competitive
SALARY GRADE: Management/Confidential
ADOPTED: Adopted Reso. 57-18; Revised 01/20, 01/22; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for performing duties related to waste reduction and reuse, and energy sustainability incentives. The incumbent serves to promote environmental, energy and economic sustainability within Tioga County through coordinated efforts which includes developing, implementing and managing hazardous waste removal and recycling programs; analysis and development of policies related sustainability initiatives; and providing community education & outreach. Work is performed under the general supervision of the Director and or Deputy Director of Economic Development & Planning, with considerable leeway for the use of independent judgment in carrying out duties and assignments. Assignments are received through conference with the Director and or Deputy Director and the status of projects is reviewed through reports. May lead and direct the work of others within the context of program guidelines. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Monitors compliance of all material recovery and disposal under state and local regulations;
- Develops capital and operating budgets for recycling and hazardous waste programs;
- Identifies, develops, and maintains grants that fund programs and services associated with sustainability and public works projects;
- Establishes contracts for recycling, hazardous waste, debris management, and tire programs;
- Prepares and implements a public education strategy in regard to recycling, hazardous waste, water and energy conservation, alternative fuels, and renewable energy;
- Develops sustainability project goals, objectives, initiatives, or strategies;
- Conducts research and analyzes data related to specific environmental and sustainability issues or projects;
- Assesses or proposes sustainability initiatives;
- Prepares oral and graphic presentations and written reports to be given before legislative bodies and the public;
- Prepares studies in regard to site selection for pilot projects, drop-off areas and the material recovery center;
- Implements and evaluates pilot projects;
- Solicits and administers contracts for markets and operating agreements;
- Participates in meetings with municipal officials, consultants, and advisory groups regarding the County's recycling and hazardous waste programs;
- Maintains contact with municipal recycling and hazardous waste officials in other counties and with other authorities to share information and explore cooperative recycling ventures;
- Develops, prepares and maintains various plans and reports for State and Federal agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the science and technology as applied to recycling programs, solid waste and

2. Sustainability Manager

disposal; good knowledge of environmental conservation as related to waste reduction and renewable energy; working knowledge of budget preparation and administration; familiarity with government procedures and regulations in regard to specifications, bidding and contract award; knowledge of government regulations regarding recycling; working knowledge of program development and evaluation; working knowledge of the theories and practices of public education; ability to work effectively with the public; ability to prepare and present complex reports and programs effectively; ability to lead and direct the work of others; ability to organize and implement a project from concept to completion; ability to understand complex oral and written instructions; excellent communication skills; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER

- a. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in engineering, environmental science, natural resources, conservation biology, public administration, or a related field with similar course curriculum **AND** one (1) year of full-time experience (or its part-time equivalent) in developing and implementing programs and policies related to waste reduction, water and energy conservation, or renewable energy; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering, environmental science, natural resources, conservation biology, public administration, or a related field with similar course curriculum **AND** three (3) years of full-time experience (or its part-time equivalent) in developing and implementing programs and policies related to waste reduction, water and energy conservation, or renewable energy; **OR**
- c. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in engineering, environmental science, natural resources, conservation biology, public administration, or a related field with similar course curriculum **AND** five (5) years of full-time experience (or its part-time equivalent) in developing and implementing programs and policies related to waste reduction, water and energy conservation, or renewable energy.