

**ULSTER COUNTY RESOURCE RECOVERY AGENCY
KINGSTON, NY**

Job Title: Recycling Compliance Officer	Work Location: Main Office/VMF
Classification: Administration	Hours Per Week: 37.50 Hour workweek
Grade: \$55,000 to \$65,000	

Distinguishing Features of the Position:

This position involves the enforcement of the County’s Flow Control and Recycling Laws. These laws determine the collection, transportation and disposal or marketing of municipal solid waste (MSW) and recyclable material generated in Ulster County and the separation requirements of recyclable material from MSW. Ensures the Agency is in compliance with Federal, State, and County Laws when applicable. Work is carried out in accordance with established policies and procedures. Work is performed under the general supervision of the Executive Director of the Ulster County Resource Recovery Agency. Supervision of other employees is not normally a function of this position.

Salary based on experience.

Position Responsibilities:

The incumbent in this position may perform some or all of the following as well as other related activities not described:

- Enforces the County’s Flow Control and Recycling Laws.
- Reports directly to the Executive Director.
- Coordinates with the Director of Sustainability to ensure compliance with and enforcement of the County’s Recycling Law.
- Ensures the Agency is in compliance with Federal, State, and County Laws when applicable.
- Enforces County Laws when applicable.
- Assists Agency staff in the completion of the annual NYSDEC recycling reports.
- Investigates complaints of non-compliance with the Solid Waste (Flow Control) Law.
- Investigates complaints of non-compliance with the source separation/mandatory recycling law.
- Investigates and document all aspects of illegal dumping.
- Explains requirements of local laws to haulers, residents, businesses, institutions, and schools.
- Prepares written reports on investigations, documenting any infraction of the local laws related to solid waste disposal and recycling.
- May represent the Agency in administrative and criminal enforcement activities.

- Ensures flow control licensed haulers submit and maintain appropriate recycling plans (compliant with local laws) on file with the Agency and are compliant with their recycling plans.
- Ensures contract compliance with those municipalities who have entered into Solid Waste Management agreements with the Agency.
- Ensures that town MRDCs are compliant with local recycling laws.
- Assists in further developing a database and tracking system for recyclables.
- Researches and prepares technical reports on recycling, waste diversion, and other source separation programs.

Special Assignments:

From time to time on a temporary basis or in an emergency situation may assume some of the responsibilities of other job positions.

Full Performance, Knowledge, Skills and Abilities, and Personal Characteristics:

Good knowledge of the geography of Ulster County; ability to communicate clearly and tactfully; ability to prepare oral and written reports; ability to read and interpret laws and regulations; ability to keep accurate records. Excellent leadership skills, people orientated, and the ability to foster teamwork and motivate others. Knowledge of NYSDEC and DOT regulations related to Agency functions is preferred but not required.

Minimum Requirements:

- Graduation from High School and

Three years of experience in one or a combination of the following:

Law Enforcement
Insurance Investigations
Inspector (building, health dept, etc)
Private Investigations

- A valid NYS driver's license.

Adopted: February 26, 2020
Resolution: 2498
Revised: 3/29/2021
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