

# CSEA Job: Program Administrator (Solid Waste)

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**Posted and filing deadline dates.**

**Posted: July 06, 2021**

**Filing Deadline: July 19, 2021**

**Control No.**

153-21

**Title**

Program Administrator (Solid Waste)

**Job Group**

XII

**Class**

C

If you apply for this job opening, your application (XD10 Form) must be submitted to the following location by the Filing Deadline: July 19, 2021 :

**Mailing Location**

Stephen Sage

Director of Program Development II (Personnel)

Department of Environmental Facilities

270 North Avenue, 6th Floor

New Rochelle, NY 10801

(914) 813-5400

[mailto: DEF-HR@westchestergov.com](mailto:DEF-HR@westchestergov.com) (<mailto:DEF-HR@westchestergov.com>)

**Located in the Department of Environmental Facilities – New Rochelle:** Under general supervision, an incumbent will research issues, formulates plans and recommend implementation of programs related to recycling. Further, an incumbent ensures programs are in compliance with federal and state environmental protection laws. An incumbent assists with planning for implementation of programs, and reviews and evaluates existing programs systems and procedures relating to the Solid Waste Management Plan and Comprehensive Recycling Analysis. The position involves considerable contact with municipal officials and private organizations. There is considerable leeway for independent judgement and initiative in carrying out assigned projects. Does related work as required.

**Required**

A Bachelor's Degree and five years of management experience including three years in solid waste management.

**Substitutions**

Satisfactory completion of 30 credits towards a Master's Degree may be substituted for one year of the above stated general management experience. There is no substitution for the specialized solid waste experience.

**Special Requirements**

Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety and maintain same while in the title.

**Notes**

(1) Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience. (2) The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment. Part-time experience will be prorated based on a 35 hour workweek.

**Special Notes**

Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

**Filing an application for a posting does not substitute or relieve you of the requirement to file appropriate application and fee when the civil service exam may be announced.**

**Salary:** \$79,190 - \$105,555

**Submit:** Application (XD-10) and resume

**Include the control number of this job posting on your application (XD-10). An application fee is not required at this time. Please submit an application (XD-10) and resume.**