

## Assistant Engineer (OCRRA)

Non-Competitive

### **Distinguishing features of the Class**

The work involves the responsibility for supporting OCRRA's Engineer in the planning, permitting and environmental oversight for all operations under the jurisdiction of the Onondaga County Resource Recovery Agency. Under the supervision of the Engineer (OCRRA), an employee in this class is responsible for assisting in engineering reviews and regulatory compliance processes required by statute, permit or contract. The incumbent may serve as back up communication coordinator with the Waste to Energy facility at the direction of the Engineer. Acts as the primary liaison between OCRRA Engineering and Operations to develop methods, processes and reporting structures that improves environmental and operational performance. The assistant engineer is responsible for making recommendations to the Engineer for operational improvements to the Agency's system. Under the Engineer's guidance, provides engineering and other operational assistance and support for OCRRA's solid waste and composting projects. Does other work as required.

### **Typical Work Activities**

- Assist the Engineer in engineering review and environmental contract compliance for the Agency's solid waste disposal facilities, including the WTE facility, transfer and compost/mulching facilities.
- Participate in the construction review and permit compliance of the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities.
- Act as back up to the Engineer as the Agency's Service Coordinator to transmit instructions, receive information and otherwise coordinate service matters arising pursuant to the WTE service agreement.
- Assist in monitoring the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities by inspecting the facilities; identifying workforce, equipment and facility efficiency; and reviewing records. Any findings will be reported to the Engineer and Operations, as applicable.
- Assist the Engineer in any environmental review process for the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching projects including review of technical documents and regulatory requirements.
- Assist the Engineer in the permit renewal process for the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities including the preparation of application materials and public participation proceedings.
- Prepare reports and documentation for the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities for Engineer review.

- Assist the Engineer to develop and implement plans to meet, and maintain all records, of federal, state and local regulations, guidelines and practices that require consideration in environmental review and permitting proceeding for the Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities.
- Perform inspections, examine systems and processes, prepare reports, review and analyzes records and makes recommendations to the Engineer for any modifications to operations' procedures as needed.
- Assist and support the Agency in the administration of the environmental operations for Agency's solid waste disposal facilities, including the WTE Facility, transfer and compost/mulching facilities, including review of systems and processes to improve site activities and intended to ensure compliance with applicable guidelines, regulations and practices.
- Conduct and/or manage all regular monitoring and sampling (e.g., stormwater, compost, fuel storage, etc.) at the Agency's transfer and compost/mulching facilities.
- Assist the Engineer to develop and implement maintenance and inspection activities at the Agency's transfer and compost/mulching facilities to comply with all federal, state and local regulations, guidelines and practices.
- Assist the Engineer with engineering services as needed including design, regulatory submittals, inspections and certifications.

### **Full Performance Knowledge, Skills, Abilities, and Personal Characteristics**

- Good knowledge of professional engineering principles and practices in areas of environmental engineering and solid waste management.
- Good knowledge of the environmental regulations and permitting requirements of solid waste disposal and composting facilities;
- Ability to deal effectively with a wide variety of personnel in carrying out administrative policies and procedures;
- Ability to provide environmental compliance training to varying levels of personnel in a manner conducive to full performance and positive morale;
- Ability to understand and interpret governmental regulations including but not limited to environmental regulations as they apply to a WTE facility and other disposal facilities;
- Ability to analyze financial and operating statistics;
- Ability to coordinate operations with other OCRRA programs and projects;
- Ability to clearly communicate both orally and in writing;
- Ability to exercise good judgment, tact and courtesy;
- Physical condition commensurate with the demands of the position including walking through multi-level WTE facility, compost sites, transfer stations, garbage disposal areas and other irregular terrain.

## **Minimum Qualifications**

A. Graduation from an accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Baccalaureate Degree in Civil or Environmental Engineering or a commensurate engineering field and two (2) years of paraprofessional or professional level work experience, or its part time equivalent, in engineering; or

B. Six (6) years of paraprofessional or professional level work experience, or its part time equivalent in engineering , at least two (2) years of which must have been in a professional level engineering capacity; or

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Special Necessary Requirement: Certified as an Intern Engineer in the New York State.

Note: Within one (1) year of appointment, possession of a Class A Underground Storage Tank (UST) Operator Certification.