

## ASSISTANT COMMISSIONER - ENVIRONMENTAL PROJECTS

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Environmental Facilities, the incumbent of this class is responsible for the planning, coordination, management and control of environmental projects. This includes the closure, capping and monitoring of the Croton Land Fill; the management of the Comprehensive Solid Waste Management Plan; and other major environmental projects as assigned by the Commissioner. Responsibility involves monitoring these projects to insure compliance with Federal, State and local environmental regulations and standards. Responding to reporting requirements, and exploring special funding for environmental projects is also a responsibility of this class. Administrative supervision is exercised over professional and other support staff relating to the assigned project. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists the Commissioner in the formulation of practices and procedures for special environmental projects, or the environmental aspects of broader departmental operations;

Plans, coordinates, manages and controls environmental projects, including the closing and capping of the Croton Land Fill;

Oversees the activities of the various consultants contracted to provide special expertise or services in the planning and implementation of environmental projects;

Participates in the development and implementation of project objectives and schedules to insure compliance with the Comprehensive Solid Waste Management Plan;

Coordinates the activities of various agencies and departments involved in environmental projects;

Participates in regular reviews of on-going departmental projects and operations regarding their environmental impact, and to insure compliance to SEQRA requirements and standards;

Prepares proposals for grant applications and other special funding resources for environmental projects and studies;

Insures the appropriate and timely reporting of statistics, inspections, studies and other documentation, as required;

Provides professional advise and expertise regarding the environmental and engineering requirements and impact of proposed projects;

Reviews the purchasing and disposal of equipment and materials used in projects and on-going operations to insure compliance with environmental standards and goals;

EXAMPLES OF WORK: (Cont'd):

Keeps abreast of trends and developments in the field by attending conferences and meetings of professional organizations, civic groups, and public referendums;

Acts as representative of the Commissioner on environmental issues, as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and practices of managing engineering, construction and maintenance projects, particularly those aspects involving environmental issues and compliance; thorough knowledge of federal, state and local regulations and standards which apply to the environmental impact of existing and proposed projects under the jurisdiction of the Department of Public Works; ability to develop and implement major environmental projects; ability to coordinate the activities of professional engineers, consultants and operational staff; ability to relate well with public officials, regulatory agency staff, civic groups, and the public; ability to compile statistics and reports to meet stated objectives; ability to assess issues and problems and take corrective action; sound professional judgment; initiative; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Engineering and ten years experience in professional engineering, five of which must have involved the management and coordination of significant engineering projects or operations including the monitoring or control of their environmental impact.

NOTE: 30 credits toward a Master's Degree\* in Engineering, Planning or Public Administration may be substituted for each year of the above stated experience.

SPECIAL REQUIREMENT: Possession of a license as a professional engineer issued by the State of New York. Possession of a valid license to operate a motor vehicle in the State of New York.

\*SPECIAL NOTE: Education beyond the secondary 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.