

## ASSISTANT COMMISSIONER OF ENVIRONMENTAL FACILITIES (OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent is responsible for directing and supervising the administration, operation and preventive maintenance during on-going construction projects. The incumbent acts as liaison between the County, municipal officials, the contractor, on construction projects. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the administration, operation, preventive maintenance during on-going construction projects;

Oversees sludge management, treatment and disposal at all County Wastewater Treatment facilities;

Acts as a liaison between municipal officials and the County on construction projects, such as wastewater treatment plant, outfall sewer (both land and water based);

Acts as liaison between the consultant/contractor and the county/municipal officials;

Attends job meetings and scheduling sessions with the engineer and contractors;  
Coordinates community outreach program to meet information needs of residents;

Coordinates and monitors Minority Business Enterprise/Women's Business Enterprises utilization programs for both engineering and all contractors (must have 15% MBE and 5% WBE);

Process Federal and State construction grant payments; and keep abreast of Federal and State legislation which deals with wastewater treatment, sludge disposal, etc.;

Coordinate any activity relating to the preparation and application of State and Federal grants;

Assists in the preparation of the annual capital budget;

Supervises the preparation of contractual agreements between this department and vendors of service and equipment, including but not limited to consultants and experts retained for specific services;

Directs the administration and operation procedures designed to measure the efficiency of wastewater treatment and sludge disposal operations including plants and vehicle fleet operations;

Directs the preparation of operating and analytical records to be used in periodic reports for the Commissioner plus other agencies as required;

EXAMPLES OF WORK: (Cont'd)

Plans, directs and assists in the production of special studies and reports; analyzes records, statistical reports, daily operations reports etc., and directs changes in operating procedures as necessary and report findings to Commissioner.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Through knowledge of the public participation program requirements of the Federal Environmental Protection Agency; good knowledge of the theory and practice of establishing and maintaining effective community relations; good knowledge of the requirements of grant administration; ability to gather, compile and evaluate data and information; ability to formulate critical program areas and formulate and implement realistic solutions; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; tact; resourcefulness, integrity; initiative; physical condition commensurate with the demands of the positions.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Masters Degree\* and four years professional or technical water quality or wastewater management staff experience.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited as a post-secondary, degree-granting institution by the New York State Board of Regents.