

ASSISTANT DIRECTOR OF WASTEWATER TREATMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, of the Director of Wastewater Treatment an incumbent of this position directs the operation, maintenance and repair of multiple wastewater treatment plants, each with unique processing and permit requirements; or of the Mamaroneck or New Rochelle wastewater plant, including responsibility for the biological nutrient removal (BNR) process. This position is responsible for the water pollution control procedures and for making studies to improve the economy and quality of treatment and to determine the suitability of industrial wastes for discharge into the sewerage system. There is considerable latitude for independent judgment and action. Responsibilities include budget preparation and oversight of spending related to assigned plant operations. Supervision is exercised over skilled mechanical, technical, semi-skilled and laboring employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises operating and supervisory employees in assigned plant(s) as relates to all personnel matters, including such areas as hiring, training, performance evaluation, and disciplinary matters;

Coordinates and ensures appropriate training and supervision of wastewater treatment plant operators to implement the operation of the assigned plants and ancillary units in compliance with department procedures, permit requirements and regulations;

Prepares annual budgetary figures and manages ongoing expenditures for assigned plant(s);

Prepares routine and special budgetary reports relative to the operation of the plant(s) and treatment of wastewater, and assists in the preparation of the departmental budget;

Develops and implements preventive maintenance strategies based on a thorough knowledge of machinery and processes for each unique plant;

Responsible for the safe and effective operation of assigned wastewater treatment plant(s) including daily inspection of physical plant and its operation and meeting with supervising personnel to discuss work schedules, work forces, process conditions and changes required, general conditions of plant and personnel matters;

Responsible for the unique chemical processing at each individual plant, to ensure compliance with individual plant permit requirements and county procedures;

Responsible for the safe and efficient use of sodium hydroxide and methanol, which are used in the BNR process to supplement alkalinity and as a denitrification carbon source respectively;

Evaluates supplemental carbon sources (generally commercially available glycerin based products) to determine their effectiveness, ease of use and suitability for the plant's existing equipment;

Determines, based on wastewater temperature and plant flow, when to institute the use of a glycerin based supplemental carbon source instead of methanol to meet permit limits;

EXAMPLES OF WORK: (Illustrative Only) (cont.)

Advises on the selection of operating and maintenance materials and oversees requisition submissions, purchasing and monetary allocations in support of the efficient operations of assigned location(s);

Plans, supervises and observes research and special studies to improve economy and efficiency of the plants including the study of sedimentation, secondary treatment, nutrient removal and sludge handling in the most economical manner;

Plans and directs ongoing studies relative to the treatment of wastewater in all phases and analyzes results of studies;

Maintains records and prepares reports on the operation of the plants and signs off on reports for State and Federal agencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the chemistry and mechanics involved in the primary, secondary and tertiary treatment of sewage and industrial waste; thorough knowledge of the operation, maintenance and repair of a multi-process wastewater treatment plant(s) and pumping stations; good knowledge of the mechanical trades necessary to the various operations, maintenance and repair activities; good knowledge of process instrumentation and control systems; knowledge of Westchester County personnel rules; ability to prepare equipment specifications; ability to organize and direct investigations and research into new and unusual problems relating to wastewater treatment; ability to deal with people effectively; ability to plan, organize and supervise the work of others; ability to understand and carry out oral and written instructions; ability to analyze and report upon operations and tests; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and possession of a Certificate** as a Grade 4A Wastewater Treatment Plant Operator issued by the New York State Department of Environmental Conservation, eight years experience (pre or post certificate) in the operation of a wastewater treatment plant of at least 5 m.g.d. capacity including three years of supervisory experience in a Grade 3 or 4 wastewater treatment plant.

SUBSTITUTION: A Bachelor's** in Civil Engineering, Sanitary Engineering, Chemistry, Chemical Engineering or closely related field may be substituted for four years of the above general experience. There is no substitution for the three years of supervisory experience.

*SPECIAL REQUIREMENTS:

1. Possession of a valid Grade 4A certification in the State of New York will be required at time of appointment and maintain same while in the title.
2. Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title.
3. Depending on work location, 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.

**SPECIAL NOTE: 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.

West. Co.
J. C.: Competitive
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Job Class Code: C0101
Job Group: XIII