

COMMISSIONER OF ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the County Executive, the incumbent directs, plans and manages the operation of the Department of Environmental Facilities, in compliance with applicable laws and the requirements of the Westchester County Charter. The incumbent is also responsible for the administration, maintenance, and operation of the County Water Agency, the sewers and sewage treatment facilities and related facilities under the jurisdiction of the County, and for the Solid Waste Facilities. Supervision is exercised over a substantial number of licensed and non-licensed engineering personnel, administrative personnel and a large number of maintenance and operating personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies, procedures or programs for effective operation of the department, and cooperates with the Departments of Health, Planning, Public Works and various municipalities to plan and implement new projects;

Directs staff in conducting studies and estimates of proposed projects, analyzes such studies and makes recommendations to improve services/facilities or for changes in regulations affecting facilities under County jurisdiction, at the request of Federal, State or Local agencies;

Outlines and discusses with municipalities concerned, general plans for sewer or water plant extension, construction or reconstruction and the costs thereof;

Determines staffing requirements by consulting with Division Heads on assignment of personnel and requests for additional personnel, as required;

Directs the preparation of the annual budget for the department and obtains funding for planned projects by allocating costs to service districts and applying for Federal or State grants;

Investigates, personally, or through appropriate departmental personnel, complaints received from the public related to department work, refers them to appropriate authority, meets with municipal officials and residents to provide information, and responds to concerns regarding solid waste, water and sewer operations, extensions, construction, and reconstruction;

Coordinates environmental facility problems, projects and policies in the County, and maintains a constant awareness of the impact of departmental activities on local taxes;

Consults with officials of the Federal, State and Local government on matters pertaining to environmental facilities;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Addresses meetings of school, municipal and civic groups on matters pertaining to environmental facilities;

Serves on several task forces with State, Local or City officials including New York City, because the majority of the water supply is owned by said City.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of sanitary engineering principles and practices with particular reference to sewage treatment and disposal, water supply and distribution, and of civil engineering as it relates to trunk sewers, water lines and plant construction, maintenance and repair; thorough knowledge of administrative techniques and practices with particular reference to relationships between contractors, public agencies and the general public; good knowledge of the theory and practice of budgeting and financial record keeping, personnel administration, supervision, and administrative control; ability to plan, prepare and direct the work of others; ability to work cooperatively with firms, agencies and personnel; ability to analyze administrative and engineering problems and to make appropriate decisions; ability to effectively deal with the public; ability to effectively speak before public groups; initiative; good judgment in engineering and administrative matters; tact; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) A Bachelor's Degree* in engineering and eight years of progressively responsible experience in the field of sanitary engineering, six years of which must have been primarily concerned with the planning of sewer or water lines and the construction and operation of sewage or water treatment plants, and four of which must have included the supervision of lower level engineers in the design and supervision of large-scale sanitary engineering construction projects; or (b) A Master's Degree* in sanitary engineering and seven years of progressively responsible experience in the field of Civil Engineering with specialized experience as indicated above; or (c) a satisfactory equivalent combination of training and experience as defined by the limits of (a) and (b).

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

SPECIAL REQUIREMENT: Candidates must possess a license to practice as a professional engineer in New York State.