

DEPUTY DIRECTOR - WASTEWATER TREATMENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Wastewater Treatment, an incumbent is responsible for the administration and direction of several multi-process advanced wastewater treatment plants, their contributing pump stations and the laboratories used to determine the efficiency of the operations. Incumbent is responsible for computerized process control, permits, construction, maintenance and capital budgets. There is considerable latitude for independent judgement and action. Administrative and general supervision is exercised over a large number of administrative, professional, supervisory and operations personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and directs the activities of the Industrial Waste Program including surveys, sampling, testing and enforcement, as required by Federal and State permit regulations;

Participates in directing the preparation of operating and analytical records to be used in periodic reports to the Commissioner of Environmental Facilities, and through the Commissioner of Health, to the State Department of Environmental Conservation;

Acts for the Director of Wastewater Treatment, in his absence;

Plans and directs the making of special studies and reports relative to the operation of the plants and the effect of their effluents, if any, upon the waters of Long Island Sound, the Hudson River and adjacent shores and beaches;

Analyzes records and changes operating procedures as necessary;

Participates in the planning and design of wastewater treatment plants;

Inspects frequently the physical condition of plants and notifies the Director of their condition, discusses with the Director the need for major repairs and replacements;

Establishes suitable sampling points and schedules for the collection of representative samples of raw and treated sewage for the purpose of analysis;

Consults with staff members on various planned programs for wastewater treatment operations;

Participates in the preparation of the annual report on wastewater treatment plant operation to the Commissioner of Environmental Facilities;

Maintains awareness of the current sanitary laws and trends in wastewater treatment;

Participates in planning and directing the operation of laboratories, required to determine the efficiency of the treatment operations;

Participates in and assists in directing the training and supervision of wastewater treatment plant operators;

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

Participates in directing a program of preventive maintenance on all wastewater treatment equipment;

Assists in directing the purchasing activities for the wastewater treatment plants and ensures that expenditures are in accordance with established budget policies;

Interprets the wastewater treatment program to visiting officials and civic groups;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of operations, maintenance and repair of modern multi-process wastewater treatment plants and the contributing pumping stations; good knowledge of administrative practices and techniques; working knowledge of mechanical trades necessary to perform required maintenance and repairs; ability to organize and direct research into new and unusual problems relating to wastewater treatment; ability to plan, organize and direct the work of large number of employees; ability to write clear and concise reports on plant operation; ability to analyze and to prepare reports upon operations and tests; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; initiative; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration to practice as a Professional Engineer issued by New York State and a Bachelors Degree* in Public Health, Sanitary, Civil or Chemical Engineering and six years of experience in Public Health, Sanitary, Environmental, Civil or Chemical Engineering, four years of which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of a Master's Degree* in Public Health, Sanitary, Civil or Chemical Engineering may be substituted for two years of the above stated general experience. There is no substitution for the supervisory experience.

SPECIAL REQUIREMENT: Depending on work assignment, 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 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

West. Co.
J.C.: Competitive
DBB7

Job Class Code: C1152
Job Group: XV