

DIRECTOR OF PROGRAM DEVELOPMENT II (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent develops, implements, coordinates and supervises programs mandated by Federal Clean Water Act and the New York State Department of Environmental Conservation. The programs are designed to protect the environment from the introduction of pollutants, and to ensure that the County maintains regulatory compliance. Supervision is exercised over a number of non-professional personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Develops, implements, coordinates and supervises programs designed to ensure compliance with Federal, State and local laws and regulations relating to environmental protection;

Directs and coordinates activities designed to maintain compliance with legal and regulatory requirements;

Develops procedures and implements, coordinates and monitors the processes, including, for example, a billing system, the issuance of permits to discharge into the County's sewer system, etc.;

Confers with and is liaison to Federal and State officials with respect to EPA and DEC matters;

Prepares required reports for Federal, State and departmental use;

Evaluates reports received and makes recommendations and decisions based on the information, for example, whether to require further samples and tests or whether enforcement steps are needed;

Acts as liaison to members of the community including Significant Industrial Users, private and municipal wastewater treatment facilities, with respect to performance and compliance;

Monitors industrial discharges to insure compliance with Local Law No. 12-1985, Westchester County Environmental Facilities Sewer Act;

Maintains control of industrial sampling and ensures sampling standards are met for each permit;

Consults with the significant industrial users to advise on changes in their processes and treatment of waste to ensure compliance with their discharge permits;

EXAMPLES OF WORK: (Illustrated Only) (Cont'd)

Consults with Department of Labs and Research and recommends changes in data reporting, and parameter detection limits as necessary;

Performs chemical analysis of wastewater samples from industrial or treatment plants in accordance with Standard Methods for the Examination of Water and Wastewater, as necessary;

Supervises the filing and retention of files of the significant industrial users for review by Federal and State agencies to ensure compliance with state pretreatment laws;

Uses computer applications such as spreadsheets, word processing, e-mail and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of State and Federal Environmental regulations; thorough knowledge of environmental chemistry, sampling and analytical procedures, Treatment Plant Operations and processes; good knowledge of administrative practices and procedures; working knowledge of billing systems; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to gather, compile and evaluate data and information; ability to clearly and concisely express ideas, orally and in writing; ability to establish and maintain effective working relationships with groups and individuals in both the public and the private sector; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; good judgment; resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Chemical Engineering or Chemistry and six years of experience in a professional administrative position including four years laboratory and Treatment Plant Process Control experience.

*SPECIAL NOTE: Education beyond the secondary 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.

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

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J. C.: Competitive
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Job Class Code: E0477
Job Group: XIV