

DIRECTOR OF WASTEWATER TREATMENT

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Commissioner of Environmental Facilities, incumbents in this title direct the administration and operation of Westchester County's sanitary sewer districts and County Water Districts No. 1 and 3; as well as participate in the development of the capital work projects related to those entities. The Director is operationally responsible for fulfilling the department's mandates for treating water and wastewater to meet or exceed federal and state mandated quality levels and for operational compliance of the facilities and laboratories with federal, state and local mandates. The incumbent is responsible for the efficient, cost effective operation of the facilities to ensure appropriate use of resources and correct treatment of water and wastewater. Supervision is exercised over professional, clerical, technical and maintenance employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Administers and directs the operation of the County Water and Wastewater Districts to ensure compliance with federal, state and local regulations controlling treatment and purity of water and wastewater respectively;

Reviews and evaluates various reports prepared for regulatory agencies to ensure that standards are maintained for quality and quantity of effluent;

Coordinates the preparation of the budget for the special districts and submits it and approves expenditures to ensure budgetary constraints are met;

Develops policies and procedures for personnel, training, operations, maintenance and safety and reviews their application to ensure correct application and uniformity between districts;

Develops long range plans for districts to ensure compliance with changing federal and state regulations to ensure there is sufficient treatment capacity to meet future needs;

Develops and directs a preventive maintenance program for the facilities to ensure they are in good working order;

Participates in the planning and design of facilities;

Develops and drafts capital project work scopes and reviews resultant plans and specifications for construction of facilities;

Supervises engineering support staff to ensure each facility receives specialized maintenance assistance in a timely manner and regularly inspects the facilities to ensure that they are properly maintained and operated;

Conducts meetings with community members and interviews with news media to provide and receive information about district performance;

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 administrative practices and techniques; thorough knowledge of operation, maintenance and repair of modern multi-process water and wastewater facilities and their contributing pumping stations; good general knowledge of the mechanical trades necessary to perform various maintenance and repair activities; skill in supervising a large staff; ability to maintain good working relationships with staff; ability to direct investigations and research into new and unusual problems relating to operations; ability to direct tests and analyze their results in the best interest of facility operation; ability to write clear and concise reports on operations; ability to give and follow oral and written instructions; 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; tact; initiative; 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 Professional Engineer issued by New York State and a Bachelor's Degree* in Public Health, , Sanitary, Civil, Environmental, Chemical or Mechanical Engineering or closely related field of study, and five years of supervisory experience in in the fields listed above.

SUBSTITUTION: Possession of a Master's Degree* in Public Health, Sanitary, Civil, Environmental, Chemical or Mechanical Engineering or a closely related field may substitute for one year of the required experience.

SPECIAL REQUIREMENT: 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. 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 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.

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