

PROJECT DIRECTOR - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner and Deputy Commissioners, the incumbent of this position is responsible for organizing, directing, coordinating and supervising the activities of the various construction projects in the department. The incumbent in this position is directly involved in monitoring the design and construction of the facility, the start-up and operation. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the administration, operation, and preventive maintenance during on-going construction for various projects;

Acts as liaison between municipal officials and the County on construction projects such as wastewater treatment plant, outfall sewer - both land and water-based, with a multi-million dollar cost;

Acts as liaison between the consultant/contractor and the County/municipal officials;

Attends job meetings and scheduling sessions with the engineer and contractors;

Processes Federal and State construction grant payments;

Coordinates and monitors Minority Business Enterprise/Women's Business Enterprise utilization programs for both engineering and all contractor's (must have 15% MBE, 5% WBE);

Monitors expenditures on both engineering and construction to ensure that budgets are met;

Reacts to engineering and construction problems before they become major issues;

Responds to the general public in regard to construction impact or problems;

Attends public briefing sessions to keep the citizens aware of what will be going on;

Receives and reviews daily operational reports;

Maintains awareness of the compliance with current laws and regulations pertaining to all phases of construction, personal safety, and health.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the public participation program requirements of the Federal Environmental Protection Agency; good knowledge of departmental objectives, policies operations and organization; good knowledge of the theory and practices of establishing and maintaining effective community relations; good judgement of the requirements of effective grant administration; ability to gather, compile and evaluate data and information; ability to identify critical program areas and formulate and implement realistic solutions; ability to establish and maintain effective working relationships with individuals having divergent views; ability to communicate effectively both orally and in writing; good judgement; tact; resourcefulness; imagination; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* and four years professional or technical water quality or wastewater management staff experience.

*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.