

MANAGER (WESTCHESTER JOINT WATER WORKS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Trustees, an incumbent of this position is responsible for the overall administration and management of the Westchester Joint Water Works organization and its various operations. The incumbent is primarily responsible for the planning, development and implementation of long range goals; the efficient allocation and use of joint water works resources; the preparation and management of the budget; the monitoring of the joint water works' business operations; and the establishment of administrative policies and procedures. In addition, the incumbent is also responsible for overseeing the construction of treatment plant(s) and distribution facilities. Both direct and indirect supervision is exercised over a large number of professional, clerical, non-competitive and labor class employees. Does related work as required.

EXAMPLES OF WORK:

Oversees the maintenance and operation of the Westchester Joint Water Works facilities including pumping stations, treatment plant(s) and distribution systems;

Oversees the administrative and business management activities of the joint water works organization;

Oversees the construction of treatment plant(s) and distribution facilities;

Plans for the installation and operation of water mains, valves, hydrants and related services;

Ensures compliance with water quality requirements of regulatory agencies including the US Environmental Protection Agency and New York State Health Department;

Investigates major complaints regarding the operation of the organization;

Prepares reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees and/or other governmental agencies;

Plans for future water supply needs, taking into consideration populations increases, industrial conditions, fire protection, capacity of current distribution systems, sources and treatment requirements of water, etc.;

Prepares capital and operating budgets;

Coordinates the organization's activities with the work of municipal public works bureaus, other departments and outside agencies;

Supervises the personnel in all of the organization's operations and administers collective bargaining agreement(s) in effect, receiving and responding to Union inquiries and/or grievances;

Represents the joint water works and its operations before the Board of Trustees;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance and repair of a water treatment and supply system; good knowledge of the principles of water treatment; good knowledge of the principles and practices of public administration as they pertain to personnel management, budgeting and labor relations; good knowledge of the principles, methods and materials used in the construction of water treatment plants and distribution facilities; familiarity with office automated systems for the business environment; ability to plan and supervise the work of others; ability to present ideas effectively, both orally and in writing; ability to handle official and public relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; thoroughness and dependability; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) graduation from a recognized college or university with a Master's Degree* in Civil, Sanitary, Environmental or Chemical Engineering and eight years of experience in the design† and oversight of the construction of civil engineering projects, four years of which involved either the operation, maintenance, design or repair of water or wastewater facilities, including two years in a supervisory capacity; or (b) Bachelor's Degree* in Civil, Sanitary, Environmental or Chemical Engineering and nine years of experience as in (a) above, including the specialized and supervisory experience.

† Design experience must have included the use of automated engineering systems (i.e. CAD, GIS, etc.)

SPECIAL REQUIREMENTS: 1) Possession of a Professional Engineer's License issued by New York State and 2) possession of an appropriate Water Treatment Plant Operator's Certificate issued under the provisions of the New York State Sanitary Code is required if the Manager is operator in responsible charge of water treatment facilities and distribution systems.

NOTE 1: Candidates holding a Professional Engineer's License issued by another state must have the license qualified by the New York State Education Department and have a New York State Professional Engineer's License issued within three months from date of appointment.

NOTE 2: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

Westchester Joint Water Works,
J.C.: Competitive
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Job Class Code: 0599