

ASSISTANT DIRECTOR OF PUBLIC WORKS (UTILITIES)

439-D

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration and supervision of water and wastewater treatment operations for a municipality, including extraordinary assignments relating to utility services provided by the municipality. Work is performed under general supervision of the Director of Public Works with wide leeway for independently performing most of the duties of the position. Supervision is exercised over all staff assigned to water or wastewater treatment plant operations.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Establishes, reviews, and modifies policies and procedures outlined for treatment plants and collection systems for the control of the treatment process;

Directs and evaluates the functions and performance of employees assigned to water or waste water treatment operations;

Regularly inspects operation and maintenance procedures of treatment plants and collection lines;

Prepares and submits reports summarizing the operation and expenditures incurred by treatment plants and appurtenances;

Reviews and prepares employee work schedule and shift staffing;

Analyzes and correlates engineering, economic, and laboratory data;

Gathers data and makes recommendations with respect to the preparation and maintenance of the department's operating budget;

Assures compliance with laws, rules, regulations, and code requirements relating to the operation of water and wastewater treatment operations;

Meets with the governing board or other groups to make presentations relating to operation of treatment facilities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of practices and equipment used in the operation and maintenance of wastewater and water treatment plant facilities; good knowledge of administration and the managerial functions involved in directing an organization; good knowledge of the principles and practices of supervising a large subordinate staff; good knowledge of the operation and maintenance of pumps, valves, and other mechanical and electrical equipment; good knowledge of the principles and applications of physics, chemistry, and bacteriology as related to water treatment and waste water treatment, including laboratory and field tests for plant operations; working knowledge of laboratory practices, techniques, and equipment associated with the analysis and treatment of water and waste water; ability to plan and supervise the work of others; and ability to present ideas clearly both orally and in writing.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in environmental sciences, engineering, physical sciences, or a related field, and two years of experience in the operation of water or wastewater treatment plant facilities; or

- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in environmental sciences, engineering, physical sciences or a related field, and four years of experience as described in (A) above; or
- (C) Six years of experience as described in (A) above; or
- (D) An equivalent combination of training and experience as described in (A), (B). and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.