

**DIRECTOR OF UTILITIES**

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administrative supervision of wastewater treatment and water treatment operations for a municipality, including extraordinary assignments relating to utility services provided by the municipality. Work is performed under general direction in accordance with established policies or guidelines. Supervision and/or administrative direction is provided directly to a group of supervisory personnel; indirect supervision may be provided to all staff assigned to water or wastewater treatment 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 wastewater treatment operations;

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

Prepares and submits reports to authorities 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 departments operating budget;

Assures compliance with laws, rules, regulations, and code requirements relating to the operation of

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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 involved in directing the activities of a large subordinate staff, including subordinate supervisors; good knowledge of the operation and maintenance of supervisors; 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 wastewater; ability to plan and supervise the work of others; and ability to present ideals clearly both orally and in writing.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Bachelor's Degree in Environmental Sciences, Engineering, Physical Sciences, or a related field, and two (2) years of experience in the operation of water or wastewater treatment plant facilities; or
- (B) Possession of an Associate's Degree in Environmental Sciences, Engineering, Physical

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- Sciences, or a related field, and four (4) years of experience as described in (A) above; or
- (C) Six (6) 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.

**SPECIAL REQUIREMENTS:** To be eligible for appointment, candidates must possess the appropriate operator's certificates issued by the New York State Health Department for the size and type of water and wastewater treatment facilities to be operated.

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Last Reviewed:  
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NYS Civil Service Commission Approval: N/A

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