

Jurisdictional Class: Competitive
Adopted: October 10, 2000
Revised: May 11, 2010

DIRECTOR OF WATER AND WASTEWATER UTILITIES

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the management of the Water and Sewer Department. An incumbent collaborates with the Town Supervisor and Board of Supervisors regarding a variety of administrative activities including budgeting, policy-making, planning, administration of programs, and supervision of department personnel. The incumbent also consults with the Water and Wastewater Superintendent and Water and Wastewater Treatment Plant Operator regarding the treatment plant's operation, but is not directly involved in the plant's operation. The work is performed under the general direction of the Town Supervisor and the Town Board of Supervisors. Direct supervision is exercised over the work of the Water and Wastewater Superintendent, Assistant Water and Wastewater Superintendent, and all other department employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Meets with the Town Supervisor and Town Board to discuss and recommend proposed department plans, policies, and projects including installation of new water/sewer mains, repairs to stations, and the operation of the water and wastewater treatment plant;

Implements the planning, policy, and project decisions of the Town Board of Supervisors including prioritizing and providing a general project/work schedule for department activities;

Reviews department activities and operations to ensure regulatory compliance with State and Federal agencies;

Monitors and reviews the day to day department activities and operations and evaluates their results;

Plans, directs, and reviews the work of the Water and Wastewater Superintendent and Assistant Water and Wastewater Superintendent;

Meets with appropriate personnel to discuss and review the operation of the treatment plant as well as water and sewer utility projects including the scope of work, plans, and specifications and refers engineering concerns to consultant engineers;

Meets with residents to explain proposed projects;

Implements department safety and training programs;

Coordinates regulatory compliance with State and Federal Agencies;

Develops annual budgets in conjunction with the Budget Officer and the Town Supervisor;

Prepares projected equipment and material costs for inclusion in the department's annual budget subject to the review and approval of the Town Supervisor and Town Board;

Develops contracts and requests for proposals for materials and equipment bids for Town Board review and approval;

Reviews bid proposals for accuracy and completion, recommends bids for Town Board approval, and oversees receipt of materials and equipment related to approved bids;

Oversees purchases and expenditures and revenue collections;

Monitors the department's billing methods and procedures;

Is responsible for overall planning of department budgets and implementing such budgets;

Meets with town residents to discuss and resolve water and sewer issues and discuss both current and proposed water and sewer utility operations and projects;

Uses a personal computer to prepare reports and contracts and requests for proposals;

Reports orally and in writing to the Town Supervisor and the Town Board of Supervisors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of Federal, State, and local laws, regulations, policies, and procedures related to water and wastewater utilities;

Thorough knowledge of modern management principles and practices including supervision;

Good knowledge of equipment and materials used in water and sewer operations and projects;

Good knowledge of the principles and practices involved in preparing contracts and request for proposals, and reviewing bids and contracts;

Good knowledge of the principles and practices of project planning and development;

Working knowledge of blueprints;

Ability to plan, direct, and supervise the work of others;

Ability to project material and equipment costs;

Ability to prepare and review requests for proposals, bids and contracts;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to operate an alphanumeric keyboard.

MINIMUM QUALIFICATIONS: Either:

(a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Business Administration, Public Administration, Management Science, or a closely related field and one (1) year of supervisory experience managing an organization or program subject to environmental regulation that included guiding and coordinating work activities and/or organizational or program policies; or

(b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Business Administration, Public Administration, Management Science, or a closely related field and two (2) years of experience managing an organization or program subject to environmental regulation that included guiding and coordinating work activities and/or organizational or program policies; one (1) year of which involved supervision; or

(c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher and three (3) years of experience as stated in (b) above; one (1) year of which involved supervision; or

(d) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Business Administration or Management Science or closely related field and four (4) years of experience as stated in (b) above; one (1) year of which involved supervision; or

(e) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and five (5) years of experience as stated in (b) above; one (1) year of which involved supervision; or

(f) Graduation from high school or possession of a high school equivalency diploma and six (6) years of experience as stated in (b) above; one (1) year of which involved supervision; or

(g) An equivalent combination of training and experience as defined by the limits of (a), (b), (c), (d), (e), and (f) above.