

Jurisdictional Class: Competitive  
Adopted: June 19, 1991  
Revised: May 11, 2010

## **ENVIRONMENTAL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for the overall operation and regulatory compliance of a wastewater treatment system. An incumbent of this class is also responsible for general assignments pertaining to municipal environmental issues. Duties are performed under supervision of the Mayor with leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. Supervision is exercised over chief operators of the Water Pollution Control Plant as well as other subordinate staff as designated. The incumbent also monitors the contract performance of the contractor operating the compost facility. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises the Water Pollution Control Plant and Compost Facility Chiefs in operations management and regulatory compliance;

Acts as liaison between contracted engineering firms and Mayor and/or Common Council for waste treatment and disposal facilities or any other facilities as required;

Negotiates with, manages, and assures regulatory compliance of significant industrial users and other contract users of the municipalities water treatment system;

Oversees sludge lagoon closure and permit process;

Processes and facilitates all regulatory permits required for other site closures, facility modifications, and other responsibilities required of the municipality;

Prepares operating and maintenance financial reports for waste treatment and disposal facilities;

As assigned, performs duties pertaining to the municipality's environmental responsibility in areas including, but not limited to, recycling, solid waste treatment, reclamation, and site closure;

Reviews and approves contracts for engineering services and construction contracts for major plant repairs and modifications to waste treatment facilities;

Reviews and recommends modifications to the annual operating budget and negotiates the terms of contracts for operation of the compost facility;

Evaluates the performance of design professionals and contractors engaged to make major repairs and modifications to waste treatment facilities;

Monitors contract performance of the contractor operating the compost facility including but not limited to the review of operating procedures, plant performance, operating and capital cost ,and plant design modifications;

Completes related records and compiles reports as assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the biological processes necessary in the treatment of sludge, composting, and waste water;

Good knowledge of operation and maintenance procedures of environmental facilities such as sewer and water distribution and disposal systems;

Good knowledge of basic engineering design principles;

Good knowledge of the basic legal principles of design and construction liability;

General knowledge of State and Federal regulations dealing with waste treatment;

Ability to plan and supervise the work of others;

Ability to deal effectively and in a cooperative manner with State and Federal regulatory agencies;

Ability to evaluate design and construction contract performance;

Ability to analyze and draft basic process designs for environmental facilities;

Ability to communicate effectively orally and in writing;

Sound judgment.

## Environmental Manager

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in civil, sanitary, public health, environmental engineering, environmental science, or closely related field and either:

- (a) Five (5) years of management level experience in the field of environmental engineering; or
- (b) Five (5) years of experience in the design, construction or operation of a wastewater treatment facility; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** Possession of a New York State Professional Engineer's License or a New York State DEC Class 1 Wastewater Plant Operator's License at time of appointment.