

ASSISTANT DIRECTOR OF SEWER OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: This is professional engineering and administrative work of a complex nature which involves a responsibility for the evaluation of basic studies and designs and the review of progress during the planning and construction of pipe lines and facilities of a sewer system as well as for assuming all administrative and engineering responsibilities of the Executive Director of the Sewer District in his absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Checks and supervises the review of basic studies, construction plans, specifications and estimates;
Studies materials and methods to be used in sewer construction projects;
Investigates and confers on difficult problems arising on construction and design;
Designs and prepares specifications on paving contracts, landscaping projects and all engineering projects not covered by contract with consulting engineers;
Supervises the construction inspection program;
Conducts special tests of material and equipment;
Oversees erection of structures and installation of equipment;
Computes and compares estimates of work done for payment;
Investigates public complaints;
Supervises sewer engineering, plant and maintenance activities and assists in a variety of administrative functions;
In the absence of the Executive Director:
Authorizes expenditures for emergency repairs to maintain the system;
Authorizes and signs payroll certifications, payment vouchers, executive warrants, reports to State and Federal Regulatory Agencies and personnel appointments;
Represents the Executive Director at Board of Sewer Commissioners and County legislative committee meetings;
Signs and certifies plans for construction projects;
Maintains liaison with and directs the activities of consultants to the Board of Sewer Commissioners;
Prepares newspaper and radio releases;
Maintains all operations records and reports and orders supplies and equipment needed to maintain full and effective operation of the facilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and terminology of sewage systems planning, engineering, construction and operations; thorough knowledge of the fundamentals of civil engineering, including mathematics and applied engineering subjects; thorough knowledge of the principles and practices of civil engineering as related to the construction and maintenance of a sewage system and of sanitary engineering as related to the treatment and disposal of sewage; working knowledge of administrative techniques and practices to include budgeting, personnel administration, supervision and administrative control; ability to plan, supervise and coordinate the work of others; aptitude for performing administrative functions.

MINIMUM QUALIFICATIONS: Possession of a professional engineer's license issued by the State of New York, the qualifications for which must have included or been supplemented by three (3) years of experience in civil or sanitary engineering, one (1) year of which must have been primarily concerned with the design and/or construction of large-scale sewer lines or treatment plants.

(over)

SPECIAL REQUIREMENT: Professional Engineer's license issued by the State of New York must be maintained throughout the course of employment in this title.

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Competitive