

DEPUTY COMMISSIONER OF ENVIRONMENTAL MANAGEMENT AND ENGINEERING

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and managerial work of a complex nature which involves responsibility for assisting the Commissioner of Environmental Management and Engineering in the supervision and operation of a large town department which operates a wastewater treatment plant and is responsible for drainage, engineering, architecture, pollution control, excavation and construction matters. The work is performed under the general supervision of the Commissioner of Environmental Management and Engineering and supervision is exercised over a small number of subordinate supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Commissioner in planning and coordinating the activities of the Department of Environmental Management and Engineering;

Assists in the formulation of departmental policies and procedures and helps in directing their implementation;

Makes recommendations to the Commissioner regarding improvements and modifications in the department's operations (e.g. budget, personnel and equipment needs);

Investigates and resolves complaints concerning any division of the Department of Environmental Management and Engineering;

Monitors capital improvement projects through to completion and trains and directs subordinate supervisory and other field personnel in the proper operation and/or ongoing maintenance of such improvements;

Oversees the preparation, review, and revision of plans, specifications and design of proposed capital improvement projects;

Inspects plant facilities and recommends improvements and corrective work as needed;

Researches new products and techniques in construction and facilities operations;

Prepares a variety of reports including activity and operating records;

Acts generally for and in place of the Commissioner of Environmental Management and Engineering, when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices of construction administration and management; good knowledge of business administrative practices and techniques; good knowledge of modern methods and techniques as applied to design, construction and maintenance of public works facilities; ability to implement and operate within local and state laws; ability to plan, develop, and direct public improvement projects; ability to plan, supervise and coordinate the work of others; ability to read and interpret plans and specifications; ability to establish and maintain cooperative relationships with contractors and other construction principals; ability to prepare technical reports and correspondence.

MINIMUM QUALIFICATIONS: To be determined by the appointing authority.