

ENVIRONMENTAL CONTROL SUPERVISOR (OPERATIONS)

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a difficult nature requiring a direct responsibility for the safe and efficient operation and maintenance of a sanitary sewer collection system and pumping stations, as well as the monitoring and maintenance of the closed and capped sanitary landfill. The incumbent will also be responsible for directing and coordinating public works improvement projects. Supervision is exercised over several maintenance mechanics and motor equipment operators. General direction is received from the Director of Environmental Control. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the maintenance, inspection and operation of sanitary sewers and pumping stations;
Directs and coordinates all work projects related to the town sanitary sewer collection system and pump stations, and the maintenance of the closed and capped sanitary landfill;
Acts as project coordinator/superintendent on projects involving road and drainage improvements, sanitary sewer installations, etc. as assigned;
Directs and supervises a confined space entry program for all operations personnel;
Reviews and coordinates all utility markout requests related to the town sanitary sewer system;
Implements and insures compliance with local and New York State rules, regulations and requirements for closed sanitary landfills and sanitary sewer collection systems;
Reviews all contracts and specifications relating to new sanitary sewer construction;
Reviews complaints and recommends appropriate courses of action, and issues warnings and violations when required;
Acts as liaison and advisor to the town Sanitation Commission;
Directs a comprehensive training and instruction program;
Provides administrative oversight and contract compliance enforcement of the town's garbage, bulk and recycling collection contracts;
Coordinates activities between administrative and field personnel to insure proper completion of all documentation, maintenance of adequate records and timely preparation of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the methods, procedures, safety practices and equipment used in the maintenance of sanitary sewer systems and sewerage pumping stations, and for related public work facilities; ability to implement and operate within local and state laws; ability to plan, direct and coordinate the work of others; ability to interpret routine public works engineering plans and specifications; ability to understand and carry out moderately difficult oral and written instructions; ability to prepare activity records and reports; administrative aptitude.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree or higher in Engineering and three (3) years of experience in public works involving drainage, sanitary sewers and/or other related environmental concerns, one year of which must have been as a supervisor, contractor or supervising engineer.

SPECIAL REQUIREMENT: If duties are to include the operation of motor vehicles, must possess a driver license appropriate for the size and kind of vehicles to be driven.