

## **EXECUTIVE DIRECTOR, SEWER OPERATIONS AND ENGINEERING (SD#1)\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative and professional engineering work of a complex nature involving responsibility for the implementation of the directives of the Board of Sewer Commissioners in the construction and operation of facilities of the Rockland County Sewer District #1. General supervision is exercised over a number of employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Studies the need for sewerage projects, the desirability for design being done by outside contract, estimates of cost, and availability of state and federal aid;  
Outlines and discusses general plans for the construction, extension or discontinuance of sewer plants and the costs thereof;  
Directs the design and preparation of contracts, the supervision of construction of capital projects and any necessary consultants' work;  
Directs the operation, maintenance and repair of sewer lines, plants and pumping stations, the maintenance of operating records and reports and the ordering of supplies and equipment to maintain full and effective operation of facilities;  
Determines staffing requirements and develops and administers organizational and administrative procedures;  
Prepares annual budgets and justifications for the Board of Commissioners;  
Analyses progress reports, payroll distribution and monthly accounting statements and acts to maintain time schedules and budget allocations;  
Investigates formal complaints.

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

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; good knowledge of administrative techniques and practices to include budgeting, personnel administration, supervision and administrative control; ability to plan and direct the work of others; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree in Engineering and eight (8) years of progressive responsible experience in civil or sanitary engineering, at least five (5) of which must have been primarily concerned with the design and/or construction of sewer lines or sewage treatment plants, two (2) of which must have included supervision of engineering personnel in design and/or construction of large scale sanitary engineering projects.

**SPECIAL REQUIREMENT:** Possession of a New York State Professional Engineer's license.

\*This reflects a retitling of Executive Director, Sewer District #1.