

SEWER SERVICES ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is specialized clerical and technical work involving responsibility for a variety of activities to ensure compliance with local sewer use laws and support special projects in the Rockland County Sewer District #1. The work is performed under the direction of an administrator or professional staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews tax rolls and database files to ascertain ownership of properties within the sewer district's service area;

Conducts routine on-site inspections of residential, commercial and industrial users within the sewer district's service area to determine units to be charged, focusing on items such as non-listed garbage disposal units, expanded or new commercial businesses in residential properties, multiple families residing in single family homes, etc.;

Reviews grease trap cleaning records at food service establishments;

Reviews available data and resources to implement changes to sewer charge determinations;

Contacts individuals or companies to gather information about changes observed in the course of field inspections (e.g. new construction and/or expansion of residences);

Responds by mail, phone or in person to requests for information on sewer unit charge determinations;

Contacts property owners to request voluntary compliance with the inspection requirements of the sewer district;

Responds to requests for information or data from towns or villages regarding sewer unit determinations and changes to be made in tax rolls;

Maintains a computerized database of new or changed sewer unit determinations, tax roll changes and all relevant data concerning field inspections or actions taken on residential, commercial or industrial properties;

Prepares forms, worksheets and reports for recordkeeping or billing purposes for sewer unit charges;

Meets with town and village assessors to obtain property ownership data, research tax maps, review tax rolls, etc.;

Contacts homeowners regarding private property violations detected during smoke testing and monitors remedial actions in order to ensure compliance;

Assists with the collection of impact fees by gathering and tracking information, verifying payments, etc.;

Develops basic informational material for the sewer district newsletter and website in order to promote compliance with local sewer use laws, regulations, etc., as directed;

Completes grant applications;

Uses a variety of computer applications (e.g. word processing, spreadsheet programs, Excel, etc.) in the completion of assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of laws, rules and regulations relating to sewer use and compliance in Rockland County*; ability to prepare reports; ability to obtain and record information; ability to conduct routine inspections*; ability to use computer applications in the completion of assignments*; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others.

(over)

MINIMUM QUALIFICATIONS: An Associate's degree or equivalent college credits (minimum of (60) credits) and (1) one year of office clerical, business, public contact** or sewer-related (e.g. office functions) experience.

NOTE: Additional years of the required experience may be substituted for the Associate's degree on a year-for-year basis, up to two (2) years.

*To be demonstrated during the probationary period.

**Public Contact experience involves contact with clients (in a public agency or through private sector employment), customers or members of the public that involves persuasion, negotiation, counseling, information-gathering, inspecting, disseminating and clarifying information, or similar activities. The nature of the contact is such that it requires judgment on the part of the individual in dealing with or responding to another person.

SPECIAL REQUIREMENT: Possession of a valid motor vehicle license or accessibility to transportation to meet field work requirements in a timely and efficient manner.