DEPUTY COMMISSIONER OF ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Commissioner of Environmental Facilities, an incumbent assists in the overall administration, oversight and planning of all departmental operations as they pertain to engineering, operations and facilities management. In the absence of the Commissioner and the First Deputy Commissioner, the Deputy Commissioner assumes full departmental responsibility. Supervision is exercised over a large number of professional, technical, operating and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Acts for the Commissioner and First Deputy Commissioner, in their absence and represents them in an official capacity, as required, on all departmental matters and at local, state, and professional meetings.

Assists in directing research, planning, design and construction of all new County sewage facilities and expansion of old ones;

Assists in directing the research, planning, design and construction of all new County water supply facilities and expansion of old ones;

Assists in directing the maintenance and operation of all County-owned sewers, sewage treatment plants, sewage pumping stations, and County-owned water supply facilities;

Assists in coordinating environmental facility projects, implementing policies and addressing and correcting problems, department-wide;

Consults with officials of the Federal Government, New York State and local municipalities on matters pertaining to environmental facilities and acting in an advisory capacity to Westchester municipalities;

Assists in preparing the annual capital and operating budgets;

Assists in handling department problems arising out of budget execution, personnel, administration, or purchasing;

Assists in formulating policy and program outlines for operation of the department;

Addresses meetings of school groups, municipal groups, civic groups, and other matters pertaining to environmental facilities;

Keeps abreast of all federal and state legislation regarding environmental facility and possible participation in federal and state grants;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of sanitary engineering principles and practices, with particular reference to sewage treatment and disposal and to water supply and distribution; comprehensive knowledge of civil engineering as it relates to trunk sewers, water lines and plant construction, maintenance and repair; thorough knowledge of administrative techniques and practices with particular reference to relationships between contractors, public agencies and the general public; good knowledge of the theory and practices of budgeting and financial record keeping, personnel administration, supervision and administration control; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to plan, lay out and direct the work of others; good judgment in engineering and administrative matters; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in engineering and 6 years experience in the field of sanitary engineering, at least 4 years where the primary function must have been in the planning, design, construction and operation of sewers, water treatment plants and water lines.

SUBSTITUTION: Satisfactory completion of a Master's Degree in sanitary engineering may be substituted for one year of the sanitary engineering experience. There is no substitution for the four years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.