

DIRECTOR OF MAINTENANCE - ENVIRONMENTAL FACILITIES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent directs, coordinates and supervises the operation and maintenance of the wastewater pumping stations and collection systems within the County. The incumbent plans, coordinates and directs all recurring, non-recurring and capital maintenance projects in the trunk system and pump stations to ensure that budget constraints are not exceeded and that contract and engineering standards are met. Supervision is exercised over a large number of technical and maintenance personnel through subordinates. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and manages the operation and maintenance of the wastewater pumping stations and wastewater collection systems to ensure that systems are functioning properly to efficiently, effectively and safely transport wastewater to treatment plants;

Inspects physical condition of facilities and equipment to evaluate need for renovation, repair and replacement and to plan and coordinate repairs and replacement;

Reviews operating and maintenance reports to plan assignments, to adjust work schedules and to verify adherence to standards;

Plans, directs and supervises installation of equipment and instruction to ensure adherence to contract specifications and interprets designs and specifications for contracts;

Prepares contracts and specifications for repairs and maintenance to insure that needs and engineering standards are met;

Plans, coordinates, schedules and supervises maintenance and repair projects for pump stations, trunk sewers, distribution lines and facilities outside the physical boundaries of the treatment plants;

Reviews designs and inspects and coordinates sewer district "linkups" with the County Trunk System;

Prepares the annual budget to efficiently and effectively allocate resources so the maintenance and preventive maintenance programs can be implemented;

Directs, supervises and coordinates the activities of the leak surveillance program;

Acts as liaison with County departments, state and local government officials, New York State and Federal authorities, and the public to provide information and answer complaints;

Directs the purchasing activities of the group and ensures compliance with budgetary and purchasing procedures and policy;

EXAMPLES OF WORK: (Illustrative Only) (cont'd)

Maintains maps and records of County-wide distribution lines so that sewers can be located;

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

May perform incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles and practices of sanitary engineering with particular reference to water and/or wastewater treatment and disposal, trunk sewers, water mains and appurtenant structures; thorough knowledge of the methods and materials used in trunk sewer, pumping stations and facility maintenance; thorough knowledge of federal, state and local regulations and standards pertaining to wastewater disposal; thorough knowledge of the practices of specification writing and estimating; good knowledge of administrative techniques and practices and of relationships between contractors, public agencies and the general public; good knowledge of the legal foundation of the County sewer and water districts; ability to plan and implement a long range maintenance program; ability to plan and direct the work of others and to cooperate with regulated agencies, firms and personnel; ability to supervise a large number of maintenance personnel; ability to read, write, speak, understand English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A valid license and current registration as a Professional Engineer issued by the New York State Department of Education and a Bachelor's Degree* in Engineering with four years of experience (pre-or post-degree) performing Sanitary Engineering design, construction and maintenance of sanitary sewers, water mains and water or wastewater treatment plants.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Master's Degree* in Engineering may be substituted for one year of the required experience.

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

SPECIAL REQUIREMENT: Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

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J. C.: Competitive
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Job Class Code: E0518
Job Group: XV