

PROGRAM ADMINISTRATOR (ENVIRONMENTAL FACILITIES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent implements, coordinates and monitors special programs for the Department of Environmental Facilities. Incumbents may be assigned to existing programs, such as the Sewer System Evaluation Survey, Municipal Sewer Inspection, Pretreatment, Capacity, Management, Operations and Maintenance (CMOM), Water Treatment and Distribution, Solid Waste and Recycling or may be assigned to assist in the development and maintenance of program areas such as the Environmental Management System (EnvMS) (a department-wide system put in place to ensure the optimal functioning of all DEF facilities for the purpose of protecting the environment). Incumbents have extensive contact with departmental personnel, particularly all levels of plant operations and maintenance staff, as well as with service, equipment, maintenance, construction vendors, contractors, and municipal officials and are expected to develop and maintain positive, effective relationships with same. Supervision may be exercised over subordinate staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Establishes systems and procedures regarding administrative reporting and monitoring requirements on such Departmental programs as Sewer System Evaluation Survey, Municipal Sewer Inspection, Pretreatment, Environmental Management System (EnvMS), Capacity, Management, Operations and Maintenance (CMOM), Water Treatment and Distribution, Solid Waste, and Recycling, etc.;

Coordinates and implements the use of the EnvMS in either one facility or in a group of facilities; (Successful implementation means that the department is in compliance with ISO 14001 standards and maintains accreditation from this organization of professionals in the field of environmental facilities.)

Coordinates the internal auditing of facilities to ensure appropriate and continued operation of EnvMS which enables the department to maintain its accreditation;

Develops and performs environmental management and regulatory compliance system training;

Identifies areas where processes or procedures are not in compliance and makes recommendations to appropriate supervisory personnel for corrective action;

Initiates and coordinates changes and updates to the electronic facility Operations & Maintenance Manual;

Generates numerous, complex reports utilizing automated system for management used in monitoring departmental operations;

Analyzes results of surveys, lab tests, inspections, etc., and recommends corrective action;

Enters, tracks and closes out environmental work orders using the automated management system;

May supervise the work of subordinate technical staff;

EXAMPLES OF WORK (cont'd):

Develops on-going relationships with various utility companies, communities and industries involved in the programs of the Department of Environmental Facilities;

Provides liaison between the Department of Environmental Facilities and outside agencies, municipalities and businesses;

Reviews permit applications; recommend approval or denial and monitors compliance with permit limits;

Prepares technical reports, to meet the requirements of regulatory agencies, as well as Federal, State and County Rules and Regulations;

May assist in the preparation of the annual budget and periodic financial and statistical reports; may participate in preparing and monitoring short form contracts;

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:

Thorough knowledge of the Federal Clean Water Act, the Safe Drinking Water Act, and the Solid Waste and Recycling Act; thorough knowledge the rules and regulations governing wastewater treatment and discharge; good knowledge of the principles, practices and equipment used in wastewater treatment and control; good knowledge of the operations of modern wastewater treatment facilities with activated and non-activated sludge; good knowledge of administrative practices and procedures relating to reporting and control; ability to work with technical data; ability to learn ISO 14001 standards and incorporate them into departmental operations; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications or other automated systems such as spreadsheets, word-processing, calendar, database and management software; good judgment; tact; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Either (a) a Bachelor's Degree* in Engineering and two years of experience in engineering, which included designing, coordinating and approving plans for wastewater treatment plants or ancillary facilities, two of which must have been at a supervisory or administrative level, and included the use of an automated management; or (b) Satisfactory completion of 60 credits* and five years of experience in the operation and maintenance of a wastewater treatment plant or ancillary facilities, two of which must have been at a supervisory or administrative level and included the use of an automated management system.

SUBSTITUTION: Satisfactory completion of additional credits may be substituted at the rate of 30 credits per year for up to two years of the above stated general experience. There is no substitution for the two years of specialized experience at a supervisory or administrative level using an automated management system.

*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 Education Department as a post-secondary, degree-granting institution.

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Job Group: XII