

DEPUTY DIRECTOR – DEPARTMENT OF ENVIRONMENTAL SERVICES
(Town of Cortlandt)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director - Department of Environmental Services, an incumbent of this position is responsible for assisting in the administration and direction of the Department of Environmental Services. This department consists of several divisions including Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer. The Deputy Director may assist in administration and direction of daily operations for all, or several, of these divisions. The incumbent assists in the planning, development and implementation of long-range goals and administrative procedures; the coordination of related activities between divisions within the department; and the preparation and presentation of the departmental budget. The incumbent is also responsible for overseeing employee training/safety programs for all divisions in the Department of Environmental Services. Both direct and indirect supervision is exercised over a large number of professional, clerical and labor class employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the planning and implementation of long-range goals, administrative procedures and operational programs of the divisions of Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer;

Assists with the organization, direction and coordination of daily operations for several or all of the department's divisions;

Establishes work priorities and schedules for public works projects and issues work assignments to division heads;

Reviews and revises work procedures and implements new procedures, as needed;

Assists division heads in the preparation of divisional budgets and monitors budget expenditures;

Assists in the grant writing and preparation process for available County, State, and Federal grant funds for division programs or operations;

Oversees seasonal and ongoing renovations, modifications and maintenance programs for various Town buildings, facilities and properties;

Assists in the coordinating the use of motor pool vehicles and motor equipment within the Town;

Assists in the coordination of garbage, refuse, compost and recycling removal;

Assists in the administration and operation of the Cortlandt Consolidated Water District;

Responds to and coordinates departmental response to weather emergencies including water and sewer emergencies;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reviews and makes recommendations to the Director on plans related to the maintenance of roads, drainage, and all highway construction;

Oversees the training of personnel/work crews to ensure safety and efficiency of operations;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the modern principles and practices of administration as applied to the design, construction and maintenance of highways, drainage, sewers, and other public works facilities; good knowledge of the materials, methods, and techniques utilized in the construction and maintenance of streets, highways, sewers, and refuse disposal facilities including recycling; good knowledge of Occupational Safety and Health Administration (OSHA) laws as they relate to public works training procedures; good knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works projects; knowledge of the principles and practices of public administration as they pertain to personnel management and budgeting; knowledge of municipal uniform traffic control devices (MUTCD) and road maintenance practices; knowledge of required New York State storm water field procedures; knowledge of public parks, recreation and public works administration; knowledge of public grant writing procedures; ability to analyze and evaluate administrative problems; ability to present ideas effectively, both orally and in writing; ability to establish and maintain effective working relationships with town officials, administrators, other employees and the general public; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; thoroughness and dependability; courtesy; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a Professional Engineer in New York State, a Bachelor's Degree* in Civil Engineering, Environmental Engineering, Structural Engineering, Construction Engineering or related field, and four (4) years of work experience where the primary function of the position was in civil engineering, including or supplemented by one (1) year in an administrative or managerial capacity overseeing various municipal public works programs, such as construction and maintenance of roads, sewers, and other public works activities.

SUBSTITUTION: A Master's Degree* in Civil Engineering, Environmental Engineering, Structural Engineering, Construction Engineering or related field may be substituted for one (1) year of the general work experience described above. There is no substitution for the one (1) year of administrative or managerial experience described above.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT: May be required to possess a current Grade D certification issued by the New York State Department of Health under the provisions of subpart 5-4 of the New York State Sanitary Code at time of appointment, if designated as an operator in responsible charge for the water distribution system. If applicable, the appointing authority is responsible for verifying and ensuring that the candidate meets the preceding conditions at time of appointment and throughout the course of their employment.