

DIRECTOR - DEPARTMENT OF ENVIRONMENTAL SERVICES  
(Town of Cortlandt)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Town Supervisor, an incumbent of this position is responsible for the overall 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 incumbent is responsible for the planning, development and implementation of long-range goals and administrative procedures; the coordination of related activities between the department's divisions; the preparation and presentation of the departmental budget and administration of collective bargaining agreements within the department. 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)

Plans, develops, implements and oversees the long-range goals, administrative procedures and operational programs of the various divisions of the department: Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer;

Coordinates related activities between the various segments of the department (i.e. vehicle maintenance program; large equipment purchases among the divisions);

Prepares and presents the department's budget to the Town Supervisor and Town Board and monitors same upon adoption by the Board;

Reports to the Town Supervisor and Town Board members, both verbally and in writing, relating to matters within the department;

Prepares applications from various funding sources (County, State, and Federal) to secure grant monies for division programs or operations;

Reviews and approves plans related to the maintenance of roads, drainage, and all highway construction;

Approves and assists in the development of Request for Proposals (RFPs), incoming bids and other related documents;

Coordinates ongoing renovations, modifications and maintenance for various Town buildings and properties;

Coordinates plans for the seasonal maintenance program for all Town park/pool facilities with the Superintendent of Recreation;

Oversees the coordination of the use of motor pool vehicles and motor equipment within the town;

Oversees the coordination of garbage, refuse, compost and recycling removal;

Oversees the administration and operation of the Cortlandt Consolidated Water District;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Reviews and discusses personnel matters with division heads, interviews applicants for professional positions, and makes recommendations for hiring, promotion, salary increase and termination to the Town Board;

Administers the collective bargaining agreements in effect in the divisions and receives and responds to all union inquiries and grievances;

Coordinates presentations before various public and community groups regarding matters relative to aspects of the Department operations;

Attends Town Board meetings and various staff meetings where departmental issues are discussed;

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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough 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; through knowledge of the materials, methods, and techniques utilized in the construction and maintenance of streets, highways, sewers, and refuse disposal facilities including recycling; thorough knowledge of the principles and practices of civil engineering as applied to the development and management of municipal public works projects; good knowledge of the principles and practices of public administration as they pertain to personnel management, budgeting and labor relations; knowledge of municipal uniform traffic control devices (MUTCD) and road maintenance practices; knowledge of Occupational Safety and Health Administration (OSHA) laws as they relate to public works training procedures; 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 develop long term plans and programs and to make decisions on matters of major policy and complex technical and administrative problems; 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 five (5) years of work experience where the primary function of the position was in civil engineering, including or supplemented by two (2) years 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 two (2) years of administrative or managerial experience described above.

\*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.

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.