

MANAGER (NORTHERN WESTCHESTER JOINT WATER WORKS)

GENERAL STATEMENT OF DUTIES: Directs the overall operation of the Northern Westchester Joint Water Works organization; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Trustees, an incumbent of this position is responsible for the overall administration and management of the Northern Westchester Joint Water Works organization and its various operations. The incumbent is primarily responsible for the planning, development and implementation of long range goals; the efficient allocation and use of joint water works resources; the preparation and management of the budget and the monitoring of the joint water works' business operations; and the establishment of administrative policies and procedures. Both direct and indirect supervision is exercised over a large number of professional, clerical, non-competitive and labor class employees.

EXAMPLES OF WORK:

Oversees the maintenance and operation of the Northern Westchester Joint Water Works system including pumping stations, treatment plant(s) and distribution systems;

Oversees the administrative and business management activities of the joint water works organization;

Plans for the installation and operation of water mains, valves, hydrants and related services;

Ensures compliance with water quality requirements of regulatory agencies including the US Environmental Protection Agency and New York State Health Department;

Investigates major complaints regarding the operation of the organization;

Prepares reports and statistical data regarding operations, efficiencies and allocation of resources and prepares reports for the Board of Trustees, and/or other governmental agencies;

Plans for future water supply needs, taking into consideration populations increases, industrial conditions, fire protection, capacity of current distribution systems, sources and treatment requirements of water, etc.;

Prepares capital and operating budgets;

Coordinates the organization's activities with the work of municipal public works bureaus, other departments and outside agencies;

Supervises the personnel in all of the organization's operations and administers collective bargaining agreement(s) in effect, receiving and responding to Union inquiries and/or grievances;

EXAMPLES OF WORK: (Illustrative Only) (continued)

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Represents the joint water works and its operations before the Board of Trustees.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance and repair of a water treatment and supply system; good knowledge of the principles of water treatment; good knowledge of the principles and practices of public administration as they pertain to personnel management, budgeting and labor relations; ability to plan and supervise the work of others; ability to present ideas effectively, both orally and in writing; ability to handle official and public relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; resourcefulness; thoroughness and dependability; tact; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) graduation from a recognized college or university with a Master's Degree in Civil, Sanitary or Environmental Engineering and four years experience in the operation, maintenance, design or repair of water works facilities, including two years in supervisory capacity; or (b) graduation from a recognized college or university with a Bachelor's Degree in Civil, Sanitary or Environmental Engineering and five years of experience as in (a) above, including the two years in a supervisory capacity; or (c) nine years of experience as in (a) above, including the two years in a supervisory capacity; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of an appropriate Water Treatment Plant Operator's Certificate issued under the provisions of the New York State Sanitary Code is required if the Manager is the responsible operator of water treatment facilities and distribution systems.