

OPERATIONS DIRECTOR
(Northern Westchester Joint Water Works)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Board of Trustees, the incumbent of this position is responsible for the overall administration, direction and management of the Northern Westchester Joint Water Works water treatment facilities and distribution systems and its various technical 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; and the recommendation and management of the capital budget and capital projects. Both direct and indirect supervision is exercised over a large number of technical, non-technical, and labor class employees involved in the filtering and distribution of potable water to the constituent communities of the Northern Westchester Joint Water Works District. Does related work as required.

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;

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 and makes recommendations to the Board of Trustees regarding capital projects;

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 water treatment and distribution operations;

Attends meetings of the Board of Trustees and represents the joint water works filtration and distribution operations before the Board of Trustees;

Supervises the water lab facility and oversees water testing to ensure compliance with County, State and Federal regulations;

May function as operator in responsible charge, designated by the system owner to be the certified water treatment operator who makes decisions regarding the daily operational activities of the public water system, water treatment facility and distribution system that will directly impact the quality and/or quantity of drinking water;

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

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; 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 read, write, understand and communicate in English sufficiently to perform the essential functions of the position; 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) nine (9) years of experience where the primary function of the position was the operation, maintenance, design or repair of water works facilities, including three (3) years in a supervisory capacity; or (b) a Bachelor's Degree* in Civil, Sanitary or Environmental Engineering and five (5) years experience as described in (a), including the three (3) years in a supervisory capacity; or (c) a Master's Degree* in Civil, Sanitary or Environmental Engineering and four (4) years experience as described in (a), including the three (3) years in a supervisory capacity.

*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: Possession of a current Water Treatment Plant Operator IA Certificate 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. The appointing authority is responsible for verifying that the certification is renewed every three years throughout employment.