

DIRECTOR OF UTILITIES

Department: Town of Owego & Nichols
Classification: Competitive
Salary: Varies by location
Adopted: 10/98, 02/14; 04/18, 01/20 Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is important administrative and professional work involving responsibility for directing the maintenance and operation of the municipal water and wastewater systems. Employees in this class are also responsible for environmental and safety compliance as related to water and wastewater systems. The work is performed under the general direction of a designated municipal official or board, with wide leeway permitted for the use of independent judgment. General direction is exercised over those division heads charged with responsibility for the actual operation of the water and wastewater treatment plants, as well as distribution systems maintenance. Direct supervision is exercised over assigned clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises and directs the operation and maintenance of municipal water and wastewater treatment plants and related distribution systems;
- Reviews planned work activities, schedules and resource allocation for the daily operation of the water and wastewater treatment plants and related distribution systems;
- Assists division heads in preparing plans for major repairs and/or construction, including the procurement of major materials, outside services and coordination with other agencies;
- Investigates recommendations received for major facility repairs, upgrades and system expansions to assess operational efficiency and cost effectiveness;
- Prepares and administers budgets, making recommendations for necessary adjustments and allocations;
- Reports to Municipal Board, other officials and the public regarding utilities operations and activities;
- Coordinates division work schedules with each other and outside agencies in the completion of projects;
- Approves final performance evaluations and makes recommendations for salary adjustments, promotions and disciplinary actions;
- Reviews regulatory reports prepared by division heads for compliance and accuracy;
- Reviews and approves major equipment and materials purchases and oversees the storage and maintenance of the materials and supplies;
- Compiles information for various reports and prepares applications for funding;
- Periodically reviews and observes safety procedures of all department work crews;
- Monitors and adheres to relevant State and Federal licensure and regulatory requirements.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Good knowledge of the practices used and the equipment required in the operation and maintenance of wastewater treatment plant, with facilities for chemical precipitation, sludge digestion, sludge de-watering, ultimate sludge disposal, activated sludge, stabilization or oxidation processes or any other biological processes; good knowledge of the installation, operation and maintenance of a municipal water treatment plant and distribution systems, with facilities for the application of chemical to water; good knowledge of the State Sanitary Code, DEC, OSHA, and Chesapeake Bay regulatory requirements as related to municipal water and wastewater treatment plants; good knowledge of construction and maintenance methods and procedures; good knowledge of the equipment, materials, tools, terminology and safety precautions used in facilities maintenance; ability to solve operating problems as they occur in the field; ability to prepare and administer budgets; ability to draw up and read plans and sketches; ability to supervise the work of others; ability to secure effective working relationships with others; analytical ability; physical condition commensurate with the demands of the position.

2. Director of Utilities

MINIMUM QUALIFICATIONS Either:

- a. Graduation from a regionally accredited or New York State registered college or university with a Bachelors degree in Civil Engineering or related field of study and three (3) years of water and/or sewer maintenance full-time experience or its part-time equivalent, all of which must have been in a supervisory capacity; **OR**
- b. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Civil Engineering Technology, Environmental Technology or related field of study and five (5) years of water and/or sewer maintenance full-time experience or its part-time equivalent, three (3) years of which must have been in a supervisory capacity; **OR**
- c. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

SPECIAL REQUIREMENTS: At time of appointment and through the duration of employment, must possess a New York State Grade IIB or higher Water and Grade IIIA or higher Wastewater licenses (*Town of Owego requires a Grade IVA Wastewater license*). Qualifications for license vary according to the Grade of Water and Wastewater Treatment Plant. The work experience required for licensure may be included towards meeting the experience qualifications in (a) and (b) above. Also at time of appointment and through the duration of employment, must possess a valid New York State Driver's License.