

## **ASSISTANT WATER ADMINISTRATOR (LLOYD)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for functioning as assistant administrative head of a Type IIA water treatment plant, with facilities for filtration which treats 2.5 million gallons per day or less. The work generally involves assisting in, and the performance of, administrative duties such as budget management, regulatory agency compliance, facilities planning and implementation, staffing, and the overseeing of both supervisory and non-supervisory employees operating and maintaining the facilities. Work is performed under the general supervision of the Water Administrator. Supervision is exercised over the work of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Assists the Water Administrator in the overall operation and administration of the water treatment facilities;

Participates in the preparation and administration of the departmental budget;

Maintains cooperative contact with other municipalities, the County Health Department, the Department of Environmental Conservation and other agencies and professionals in the field in complying with various requirements;

Assists in the planning and implementation of capital projects;

Assists in the oversight of the billing system and customer service activities;

Participates in operational duties at the plant;

Supervises staff, schedules work, assigns duties, evaluates performances, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the practices used and equipment required in the operation and maintenance of a Type A water treatment plant; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to water purification; working knowledge of budgeting practices and principles; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to plan and supervise the work of others; ability to read, understand and record data from gauges, scales and meters; ability to establish and maintain effective working relationship with a variety of agencies, co-workers, subordinates and the public; ability to make routine laboratory and field tests for control of plant operation; ability to understand and carry out oral and written instructions; ability to prepare written reports; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

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- A. Graduation from high school or possession of a high school equivalency diploma; **AND**
- B. Twenty-four (24) months of experience in the operation of a water treatment plant with facilities for filtration.

**SPECIAL REQUIREMENT:** Possession of a Grade IIA or higher level Water Treatment Plant Operator Certificate issued by the New York State Department of Health is required at time of appointment.

ULSTER COUNTY  
0565 AST WTR AD  
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Adopted: August 6, 1996