

WATER/WASTEWATER ADMINISTRATOR (LLOYD)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for functioning as the administrative head of both a Type IIA, water treatment plant, with facilities for filtration which treats 2.5 million gallons per day or less, and a Type 2 wastewater treatment plant. The work generally involves administrative duties such as budget management, regulatory agency compliance, facilities planning and implementation, staffing, and the overseeing both supervisory and non-supervisory employees operating and maintaining the facilities. The class differs from that of Chief Water/Wastewater Treatment Plant Operator titles in that this is a third level supervisory position in which the primary emphasis is administrative responsibility. Work is performed under the general direction of a municipal board or official. 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.

Oversees and has responsible charge of the overall operation and administration of the water and wastewater treatment facilities;

Prepares and administers the departmental budget;

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

Plans and implements capital projects;

Oversees the billing system and customer service activities;

May participate in operational duties at the plant;

Oversees staff, schedules work, assigns duties, evaluates performance 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; good knowledge of the practices used and equipment required in the operation and maintenance of a Type 2 wastewater treatment plant; working knowledge of the principles and applications of physics; chemistry and bacteriology as applied to wastewater treatment and disposal; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to water purification; working knowledge of the principles and practices of supervision; 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 relationships 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:

- A. Graduation from high school or possession of a high school equivalency diploma; and
- B. Thirty months of experience in the operation of a water treatment plant with facilities for filtration; and
- C. Completion of an appropriate course of instruction approved by the New York State Department of Environmental Conservation; and
- D. Four years operating experience at an activated sludge wastewater treatment plant with a point score of thirty-one or greater and the ability to perform necessary tests.

SPECIAL REQUIREMENT:

- 1. 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; and
- 2. Possession of a Grade 2 or higher level Wastewater Treatment Plant Operator Certificate issued by the New York State Department of Environmental Conservation is required at time of appointment.

ULSTER COUNTY
7835 W/W AD LL
Classification: Competitive
OA

Adopted: February 11, 1997