

WATER/ WASTEWATER ADMINISTRATOR (SAUGERTIES)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for functioning as the administrative head of a water distribution system serving 1000 people or more. The work generally involves administrative duties such as budget management, regulatory agency compliance, and staffing. The class differs from that of Chief Water/Wastewater Treatment Plant Operator (Saugerties) in that this position is a first level supervisory position in which the primary emphasis is administrative responsibility. The incumbent may function as an "Operator" in the water distribution system pursuant to the Rules and Regulations of the New York State Department of Health. Work is performed under the general direction of a higher level municipal official or board. Supervision is exercised over the work of a Chief Water/Wastewater Treatment Plant Operator, and other subordinate staff. 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 administrative responsibility for the water and wastewater treatment facilities;

Supervises departmental staff, including the scheduling and assigning of work duties and the evaluating of staff performance;

Manages and oversees the district's regulatory compliance with various regulatory agencies;

Oversees the water and wastewater billing system;

Prepares and administers the departmental budget;

Prepares and submits monthly regulatory reports to the New York State Department of Environmental Conservation, the New York State Department of Health and the Ulster County Health Department;

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

Responds to customer issues and/or complaints and addresses the concerns in a timely manner;

Makes inspections of the water distribution system and its' related machinery and equipment and may perform maintenance work and minor repair work, when necessary;

Prepares vouchers and associated paperwork for the payment of district expenses;

Plans for future water and wastewater district improvements;

May secure bids for large construction or repair projects;

May function as an operator of the water plant, and participate in a variety of activities at the wastewater plants;

May participate in repair operations, which involve the use of equipment to open and close road surfaces;

May perform various grounds keeping and other system maintenance duties.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and equipment required in the operation, maintenance and repair of a water distribution system; thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type 2 wastewater treatment plant; thorough knowledge of the practices used and equipment required in the operation and maintenance of a Type 2A wastewater treatment plan; working knowledge of the principles and applications of chemistry and bacteriology as applied to wastewater treatment and disposal; working knowledge of the principles and applications of chemistry and bacteriology as applied to water purification; 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 develop and maintain a departmental budget; ability to establish and maintain effective working relationships with a variety of agencies, co-workers, subordinates and the public; ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control of plant operation; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a valid Grade D Water Treatment Certificate. Certificate qualifications shall consist of education, training and practical experience as defined in Subpart 5-4 of the New York State Sanitary Code; **AND**
- B. Two (2) years of experience in the operation and maintenance of a water distribution system serving 1000 people or more; **AND**
- C. Possession of a valid Grade 2A Wastewater Certificate issued by the New York State Department of Environmental conservation. Certificate qualifications shall consist of education, training and practical experience as defined in Part 650 of the Department of Environmental Conservation Regulations; **AND**
- D. Two (2) years experience in the operations of wastewater treatment plant with a point score of 31 or greater, with facilities for the activated sludge process; **AND ***
- E. One year of experience in construction, public works maintenance or plumbing work.

* As determined by the New York State Department of Environmental Conservation plant scoring system which is based on type and complexity of the wastewater treatment plant.

Special Requirement: Incumbents who operate motor equipment must possess and continuously maintain an appropriate level New York State Driver's License.

Special Note: The Type 2 Wastewater Treatment plant referred to in this specification would be one having a point score of 31-55*, with facilities for any biological, physical or chemical treatment process other than the activated sludge and the stabilization or oxidation pond process and a Type 2A wastewater treatment plant, having a point score of 31-55*, with facilities for the activated sludge process, or any similar process, including all modifications.

ULSTER COUNTY
7836 W/W AD SA
Classification: Competitive
OA

Adopted: July 17, 1990
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