

WATER/ WASTEWATER ADMINISTRATOR (SHAWANGUNK)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for functioning as the administrative head of both a Type IIB Water Treatment Plant, without facilities for filtration which treats 2.5 million gallons per day or less, and serves more than 1000 people, 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. The work generally involves administrative duties such as budget management, regulatory agency compliance, and staffing. In addition the incumbent may oversee the operation and maintenance of the water treatment plant, but not the wastewater treatment plant. The class differs from that of Senior Water/ Wastewater Treatment Plant Operator titles in that this is a second level supervisory position in which the primary emphasis is administrative responsibility. The incumbent possesses at least a Grade IIB Water Treatment Plant Operator Certificate and may function as an "Operator" in the water treatment plant 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 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 administrative responsibility for the water and wastewater treatment facilities including planning for future water and wastewater district improvements;

Prepares and administers 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;

Oversees the billing system and customer service activities;

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

Oversees staff, schedules work, assigns duties, evaluates performance etc.;

May perform various grounds keeping and system maintenance duties such as those of a Water/ Wastewater Maintenance Worker.

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 IIB water treatment plant; working knowledge of the practices used and equipment required in the operation and maintenance of 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; 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 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 IIB 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. Eighteen (18) months operating experience at a Type IIB or higher level water treatment plant; **AND**
- C. 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.

ULSTER COUNTY
7637 W/W ADM SH
(Formerly Water/Sewage Administrator (Shawangunk))
Classification: Competitive
OA

Adopted: July 17, 1990
Revised: June 4, 1998