

**DEPUTY COMMISSIONER OF
WATER QUALITY & WATER POLLUTION CONTROL**

DISTINGUISHING FEATURES OF THE CLASS: This managerial position exists at Oneida County Water Pollution Control, and involves responsibility for the management and coordination of the engineering, construction, operation and maintenance phases of a large water pollution abatement program involving collection, transportation and treatment of wastewater. This is a managerial position, which is non-technical in nature, involving working with consulting engineering staff and supervising the total system operations through various technical and mechanical unit heads engaged in the operation and maintenance of the system. Technical expertise and advice is furnished by engineering and treatment plant staff. The work is performed under administrative direction of the Commissioner of Water Quality & Water Pollution Control, with considerable leeway allowed for the exercise of independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate employees of the Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the financial, business management and budget activities for the District;
Supervises plant operating and maintenance personnel, through technical unit heads, to ensure continuance of efficient pollution control and treatment of wastewaters;
Directs purchasing of supplies and equipment, to ensure continuous efficient operation of the system;
Exercises administrative supervision over the preparation of specifications for, and recommends the purchase of machinery, material, tools and other supplies;
Attends meetings and conferences to assist in formulating policy and to recommend improved procedures relating to the administration of the system;
Supervises sludge disposal facility planning, in coordination with treatment and engineering staff;
Supervises the collection of sewer use fees and ensures adequate cash flow;
Oversees the hiring, training and supervision of Department personnel;
Exercises administrative supervision over public relations activities and addresses groups, works in coordination with news media, acts as liaison with other municipal departments and public utilities, and resolves customer grievances not settled at subordinate levels;
Obtains engineering evaluation of studies, reports, construction plans and specifications, and makes managerial decisions based on findings;
Coordinates and cooperates with regulatory agencies, County Board of Legislators, Water Pollution Control Advisory Board and others relative to operation of the Department;
Organizes and directs a program of in-service training for treatment and maintenance personnel;
Assists legal counsel in developing contracts and sewer use ordinances for the Department and ensures compliance;
Coordinates operation of the Department with outside water districts for revenue collection purposes;

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TYPICAL WORK ACTIVITIES (CONT'D):

Evaluates construction and equipment bids, and makes recommendations for award of contracts;

Supervises the compilation and development of financial data and analyzes data developed for comparison purposes, as well as, for the formulation of recommendations with regard to future planning, efficiencies, budgeting, etc.;

Supervises personnel and the recruitment, training, evaluation, promotion and resolution of employee problems individually, as well as, in bargaining units;

Negotiates terms and conditions of collective bargaining agreements;

Prepares, and follows through with, fund grant applications by coordinating resolutions, contract engineering and required regulatory approvals;

Oversees compliance schedules and conditions required by Department of Environmental Conservation and ensures they are met;

Obtains various permits required to operate sludge incinerators, haul wastes, conduct excavation in water courses and discharge of treated water to surface waters;

Manages a phased equipment replacement program for the Department;

Prepares annual Department budget and manages its administration;

Prepares a variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern business management, public personnel management and budgetary practices, procedures and techniques; good knowledge of modern general and governmental accounting, fiscal and purchasing procedures; good knowledge of methods used in maintaining financial accounts and records; good knowledge of modern office terminology, practices and equipment; ability to readily acquire familiarity with the laws, rules, policies, regulations and practices affecting the operation of the Department; ability to prepare complete and accurate financial reports and statements; ability to supervise operation of a large department involved in treatment of ordinary and industrial wastes; ability to plan and supervise the work of others; ability to manage engineering, maintenance and treatment plant staff, requiring no technical knowledge in these areas; ability to coordinate diverse activities of the Department with other departments and agencies; ability to deal effectively with the public; ability to write and speak clearly and effectively; good judgement.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor Degree in business administration, business management, engineering, accounting, economics or a closely related field **AND** four (4) years of experience in an administrative or managerial position; two (2) years of which must have involved responsibility for planning, directing, supervising and coordinating the work of a substantial staff working in several units or performing several separate operating functions--one (1) year of which must have involved budgeting, accounting, fiscal management and planning; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree as described in (A) above, **AND** six (6) years of experience in an administrative or managerial position; four (4) years of which must have involved responsibility for planning, directing, supervising and coordinating the work of a substantial staff working in several units or performing several separate operating functions--one (1) year of which must have involved budgeting, accounting, fiscal management and planning; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma, **AND** eight (8) years of experience in an administrative or managerial position; six (6) years of which must have involved responsibility for planning, directing, supervising and coordinating the work of a substantial staff working in several units or performing several separate operating functions--one (1) year of which must have involved budgeting, accounting, fiscal management and planning; **OR**
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: Graduate study in business administration, business management or accounting may be substituted for the required non-supervisory experience on a year-for-year basis, up to two years.