

## **DIRECTOR OF ENVIRONMENTAL CONTROL\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is administrative work of a complex nature which involves professional engineering determinations and includes responsibility for design, development, construction, maintenance, operation and inspection work as it may affect drainage, solid waste disposal, a wastewater collection system including pump stations, pollution, shade trees and excavation projects. The incumbent is not responsible for a wastewater treatment system since none exists in this municipality. Acts as consultant to the Town Board, Planning Board, Board of Appeals, Architectural and Landscape Commission and Sanitation Commission on all matters of an environmental nature. The work is performed under the general administrative direction of the Town Supervisor and Town Board in accordance with established policy with wide latitude for independent action. Provides supervision and direction to a large number of employees through subordinate supervisory staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans and coordinates the administrative functions and technical activities to ensure the effective operation of the department;  
Evaluates budget, personnel and equipment needs and prepares pertinent recommendations;  
Acts as technical advisor and consultant on all matters of an environmental nature;  
Supervises the preparation, review and revision of plans, specifications and design of proposed engineering projects;  
Directs preliminary studies, investigations, estimates and the preparation of drawings of proposed projects;  
Performs technical research and prepares reports of findings;  
Serves as liaison for the town with federal, state and county officials;  
Directs the administration of the New York State Environmental Quality Review Act and conducts public hearings related thereto;  
Directs the administration of the town's Wetland's Law;  
Directs and reviews all complaints from town residents and personally investigates those difficult in nature;  
Directs the supervision of the town's compost facility, bulk pick-up and recycling programs;  
Reviews and makes recommendations to the Planning Board concerning land subdivisions, site plans with reference to design, road grades, wastewater sewers, etc.;  
Directs the review of building permit and certificate of occupancy applications to ensure that all environmental sections have been adequately covered (i.e., lot grading, drainage, wastewater house connections, shade tree requirements, etc.).

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of civil engineering; thorough knowledge of business administrative practices and techniques; thorough knowledge of modern methods and techniques as applied to design, construction and maintenance of public works facilities such as pump stations; ability to plan, develop and direct public improvement projects; ability to plan, supervise and coordinate the work of others; ability to meet, speak and cooperate effectively with public officials, professional personnel and the general public; ability to prepare technical reports and correspondence; good professional judgment.

(over)

**MINIMUM QUALIFICATIONS:**

Either:

- a. A Bachelor's degree in Civil Engineering or a related field and five (5) years of progressively responsible post degree experience in large scale public works programs which involved drainage, wastewater collection and other related environmental control concerns and included supervision of others; or
- b. A Master's degree in Civil, or related field of Engineering and four (4) years of the above described experience.

**SPECIAL REQUIREMENT:** Possession of a license to practice as a Professional Engineer in the state of New York.

\*This is a retitling of Director, Department of Environmental Control.