

DIRECTOR, DRAINAGE AGENCY

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and managerial work of a complex nature that involves responsibility for developing and implementing policies and procedures to implement safe, efficient and modern stream maintenance and drainage programs. The work is performed under the general direction of the Superintendent of Highways and in accordance with federal and New York State applicable laws and regulations and Rockland County objectives and policies. Supervision is exercised over professional and technical employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops policies and procedures with respect to drainage programs and makes recommendations to the Superintendent of Highways regarding same;

Arranges for the engineering, construction, improvement, repair and maintenance of County streams, water courses, drainage courses, and tributaries and ensures that services are in compliance with policies and regulations;

Oversees the administration of drainage-related capital projects, including but not limited to monitoring funding, supervising contract bid processes, ensuring compliance with regulations and project requirements, etc.;

Responds to emergencies (e.g., severe flooding) by inspecting and monitoring flooding and related conditions, acting as liaison with County officials and first responders to exchange information and resolve problems, preparing reports regarding flood damage and related conditions in order to obtain New York State and federal funding, etc.;

Completes applications and prepares documents to secure New York State Department of Environmental Conservation (DEC) permits, as needed, regarding dam safety, streams, aquatic habitats, wetland programs, etc.;

Acts as liaison to a variety of governmental agencies and units of government, as needed, including but not limited to the Army Corps of Engineers, the New York State Department of Environmental Conservation, towns and villages, etc.;

Approves plans, specifications and estimates for construction, maintenance and repair of stream watercourses and tributaries;

Directs the control of trees, brush and weeds within the bounds of County streams;

Plans and directs a program to inform residents about the programs and functions of the Drainage Agency;

Oversees the Drainage Agency's permit application process and ensures compliance with the Rockland County Stream Control Act as it applies to activities within areas under the jurisdiction of the Drainage Agency;

Plans and directs a Stream Maintenance Program;

Maintains records and makes reports;

Acts for and in place of the Superintendent of Highways with respect to drainage matters, as needed;

May provide legal opinions regarding federal, New York State, and Rockland County laws that pertain to drainage matters;

May inventory and purchase machinery, equipment and materials.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of New York State Department of Environmental Conservation requirements and regulations; thorough knowledge of general practices and regulations regarding stream maintenance and general construction procedures; good knowledge of administrative procedures and techniques, especially as they pertain to a comprehensive modern stream maintenance and drainage programs; ability to plan, develop and implement general policies and procedures for a modern and efficient stream and drainage system, including stream maintenance and construction; ability to establish and maintain cooperative relationships with others, including elected officials and federal and New York State representatives; ability to understand and interpret laws and regulations that pertain to drainage-related matters; ability to effectively communicate, both orally and in writing.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher in Civil Engineering, Civil Engineering Technology, Environmental Engineering, or comparable curriculum, or a New York State license to practice law and four (4) years of post-degree supervisory, administrative, or management experience that substantially involved responsibility for drainage and/or environmental programs and projects (e.g., development of policies and procedures, supervision of staff, enforcement, providing legal opinions and/or litigating related matters, overseeing the implementation of programs and projects, etc.).