

## **EXECUTIVE DIRECTOR, JOINT REGIONAL SEWERAGE BOARD**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is charged with the administration of the Joint Regional Sewerage Board and sewage treatment plant. The work is performed in accordance with guidelines established by the board of commissioners with wide latitude for judgment and action in the day-to-day operation of the plant and resolution of mechanical problems. Supervision is exercised over a number of plant and equipment operators, motor equipment operators, etc. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the daily operation of the sewage treatment plant and trunk sewers by reviewing meter readings, inspecting leaks and/or breaks, assessing problems, scheduling adequate staffing, etc.;

Oversees the hiring, firing and assignment of employees for maximum efficiency;

Performs employee performance evaluations;

Goes into field to assess problems as well as needs, and designs replacement parts and lines as needed;

Outlines general plans for construction of sewer plant renovations, directs the design of renovations and oversees the preparation of contracts;

Represents the board of commissioners before various state and federal agencies as required;

Prepares reports including activity reports, projections and budgets.

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

Thorough knowledge of the principles and practices of civil engineering as related to the construction and maintenance of sewage treatment and disposal; good knowledge of laws and regulations in the field; good knowledge of administrative techniques and practices to include budgeting, public relations, personnel administration, supervision and administrative control; working knowledge of the latest developments in sewage treatment; ability to plan and direct the work of others.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Engineering and eight (8) years of progressively responsible experience in civil or sanitary engineering, at least three (3) of which must have been primarily concerned with the design and/or construction of sewer lines or sewage treatment plants or the maintenance and operation of them. In addition, one (1) year must have involved supervision of personnel.

**SPECIAL REQUIREMENT:** Possession of a Professional Engineer's license and a Grade 3A New York State Wastewater Operator Certificate, both of which must be maintained throughout the course of employment in this title.