

Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 01/15/2020

TECHNICAL ASSISTANT WATER POLLUTION CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This technical/managerial position involves responsibility for engineering coordination and management of construction, operations, maintenance and regulatory compliance phases of a Water Pollution Control facility involving collection, transportation and treatment of wastewater. This is a technical position which is managerial in nature, involving assisting the Commissioner in dealing with consultant engineers, and also assisting total system operation through various technical and mechanical unit heads engaged in operations, maintenance and regulatory compliance of the system involving some level of engineering disciplines. The work is performed under the administrative direction of the Commissioner of Water Quality and Water Pollution Control, with considerable leeway allowed for independent judgement in carrying out the details of the work. Supervision is exercised over the work of subordinate employees of the Sewer District. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists, directs and advises operation and maintenance personnel, through technical unit heads, to ensure continuance of efficient pollution control and treatment of wastewater including regulatory compliance;

Obtains engineering evaluation of studies, reports, construction plans and specifications; Evaluates construction and equipment bids, makes recommendations to the Commissioner, and oversees projects;

Exercises administrative supervision over the preparation of specifications for, and recommends the purchase of, machinery, materials, tools and other supplies;

Organizes and directs a program of in-service training for treatment and maintenance personnel;

Supervises the compilation and development of data for the formulation of recommendations with regard to future planning, compliance, efficiencies, budgeting, etc.;

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

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

Manages a phased equipment replacement program for the District;

Assists in preparation of the annual Sewer District budget;

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the engineering principles and practices of water pollution control; thorough knowledge of modern business management, including budgeting practices; thorough knowledge of personnel management; ability to readily acquire familiarity with the laws, rules, policies, regulations and practices affecting the operation of the Sewer District; ability to prepare complete and accurate reports and statements; ability to supervise the work of engineering, maintenance and treatment plant staffs; ability to coordinate diverse activities of the Sewer District with other departments

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS cont'd: and agencies; ability to write and speak clearly and effectively; good judgement.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in engineering, **AND** two (2) years of engineering management experience including budgeting, planning and fiscal management, which involved responsibility for coordinating and supervising staff;
OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in engineering management, engineering technology, engineering science, or a closely related field, **AND** four (4) years of engineering management experience including budgeting, planning and fiscal management, which involved responsibility for coordinating and supervising staff.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 09/01/1995
Revised: 09/25/1996; 01/15/2020