

SENIOR WATER AND WASTEWATER AUTHORITY PROJECT FACILITATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involved in all areas related to complex water and wastewater project development and implementation, including capital project construction. The work involves responsibility for community contacts, capital project planning, budget development, liaison with financial, legal and engineering professionals and construction contractors, public education and preparation of reports and studies. This class differs from Water and Wastewater Authority Project Facilitator by virtue of overseeing more complex projects, particularly those related to information technology infrastructure, and working with greater leeway for carrying out work assignments. Work is usually performed under general supervision and may at times involve the direction of lower level personnel assisting in the development of water and wastewater projects.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Conducts studies involving research, investigation and analysis of economic and environmental factors related to water and wastewater system project development;
2. Meets with municipal officials, agencies, engineers, legal and financial advisors, system operators, regulators, private developers and general public as part of project coordination development and implementation;
3. Coordinates information technology infrastructure needs assessment, development and installation across all facilities;
5. Prepares required environmental impact review documents and permit application materials and coordinates with local, state and federal regulatory agencies;
6. Acts as project coordinator for specific designated projects;
7. Under the guidance of the Project Manager, assists in project planning and establishing project performance criteria for assigned projects;
8. Reviews consultant work products to ensure deliverables meet project scope requirements and as requested, summarizes and transmits to the management team;
9. Monitors project control activities including contract administration, project schedule and project budget;
10. Regularly visits work sites to monitor project progress, to ascertain quality of work, and to ensure adherence to project plans and specifications;
11. Drafts policy and regulations for administration of water and wastewater programs;
12. Provides information to, and respond to inquiries from, customers regarding water and/or wastewater services, assessments, etc.;
13. Makes presentations to, and respond to inquiries from, customers regarding proposed or planned capital improvement projects; discuss project needs, alternatives, scope of work, potential cost impacts, project scheduling and potential impacts during construction;
14. May assist in the preparation of grant applications.

SENIOR WATER AND WASTEWATER AUTHORITY PROJECT FACILITATOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good Knowledge of water and wastewater infrastructure including planning and design parameters, regulatory structure, financing, construction, operation, budgeting and public relations necessary to develop and implement projects;

Knowledge of various computer platforms, operating systems and software products relevant to both office environment and water and wastewater treatment facilities;

Knowledge of research methods and techniques necessary to produce various reports and studies;

Ability to develop skills and techniques in preparing water and wastewater projects;

Ability to understand oral and written directions;

Ability to communicate clearly, both orally and in writing;

Ability to get along well with others;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Engineering, Planning, Environmental Studies, Business Administration or related fields and three (3) year of experience which involved the administration or project development of water and wastewater systems projects;
- OR: (B) Bachelor's degree in Engineering, Planning, Environmental Studies, Business Administration or related fields and four (4) years of experience which involved the administration or project development of water and wastewater systems projects;
- OR: (C) An equivalent combination of education, training and experience between the limits of (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

ADOPTED: 12/12/19