

DIRECTOR OF OPERATIONS (City of Beacon)

This is a managerial and technical position responsible for the proper and continued functioning of all City water and wastewater treatment facilities, water distribution and storage facilities, and sewer collection system facilities. General direction is received from the City Administrator and/or Mayor, with leeway permitted for the exercise of independent judgment. General and direct supervision is exercised over subordinate professional, technical and clerical staff.

TYPICAL WORK ACTIVITIES:

1. Responsible for maintaining compliance with all statutes and regulations governing water and wastewater systems;
2. Administers day to day operations of personnel matters which include job descriptions, training, evaluations, and makes recommendations as appropriate;
3. Develops, schedules, and manages a preventative maintenance program to retain all equipment in a workable and safe operating condition;
4. Directs and enforces a comprehensive safety program in accordance with all statutes, regulations and industry standards;
5. Prepares annual operating budget requests, monitors and controls approved system budgets, and may act as the department's Purchasing Agent;
6. Prepares five year capital improvement plans for all water/sewer systems including preliminary cost estimates and prioritization;
7. Recommends revenue sources including water rate schedules, fees and other charges for service;
8. Maintains hauling operations and records and recommends adjustments as needed;
9. Prepares and submits reports as required;
10. Maintains relationships with officials of various municipalities, water suppliers and large-scale consumers;
11. Interacts with the boards/staffs of municipalities as well as planning and regulatory agencies, customers, public, and the media;
12. Attends meetings as required;
13. Investigates complaints by and reviews special service requests from the public and large-scale commercial customers;
14. Does related work as required.

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

Knowledge of large-scale water production and distribution system construction, operation, maintenance and consumer service;

Knowledge of large-scale wastewater treatment and collection system construction, operation, maintenance and consumer service;

Knowledge of the principles and techniques of personnel administration and supervision;

Knowledge of the laws governing municipal operations in New York State and their effect on contractual and other inter-agency relations;

Ability to plan and supervise the work of others;

Ability to read and understand surveys, drawings, plans and technical reports;

Ability to communicate well with others orally and in writing;

Ability to establish and maintain successful working relationships with the public;

Physical condition commensurate with the demands of the position.

DIRECTOR OF OPERATIONS(City of Beacon) (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree in Water and Wastewater Technology or related field and five (5) years experience in both water treatment and distribution and sewage collection and treatment;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in both water treatment and distribution and sewage collection and treatment;
- OR: (C) An equivalent combination of training and experience between the limits of (A) and (B) above.

SPECIAL REQUIREMENT

Possession of a Grade 3A wastewater treatment plant operator license or Grade 1A water treatment plant operator and Grade D distribution system operator license at time of application.

Adopted: 4/5/11
Revised: 10/8/14