

WATER AND WASTEWATER AUTHORITY PROJECT FACILITATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involved in all areas related to water and wastewater project development. The work involves responsibility for community contacts, capital project planning, budget development, liaison with financial, legal and engineering professionals, public education and preparation of reports and studies. 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 and development;
3. Collects, analyzes, and presents various data;
4. Prepares required environmental impact review documents and permit application materials and coordinates with local, state and federal regulatory agencies;
5. Acts as task coordinator for specific elements of designated projects;
6. Drafts policy and regulations for administration of water and wastewater programs;
7. Provides information to the public by telephone or in person;
8. May assist in the preparation of grant applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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

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 learn various software packages;

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.

WATER AND WASTEWATER AUTHORITY PROJECT FACILITATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Master's degree in Engineering, Planning, Environmental Studies, Business Administration or related fields and one (1) 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 two (2) years of experience which involved the administration or project development of water and wastewater systems projects;
- OR: (C) An equivalent combination of training and experience as described in (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: 05/05/99
REVISED: 12/06/19