



CIVIL DIVISION
CLASS SPECIFICATION

Junior Water and Wastewater
Authority Project Facilitator

DATE ADOPTED: 11/15/2023

LAST REVISION:

Page 1 of 2

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry level position in which incumbents gain experience in all areas related to water and wastewater project development. The work involves working with community contacts, capital project planning, budget development, liaison with financial, legal, and engineering professionals, public education and preparation of reports and studies. The position differs from that of Water and Wastewater Authority Project Facilitator in that Water and Wastewater Authority Project Facilitator is of greater complexity with more independence. Work is performed under direct supervision. Supervision of others is not normally a function of this position.

TYPICAL WORK ACTIVITIES:

The following is 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. Collects and analyzes data in connection with work assignments;
2. Provides information to the public by telephone, email, or in person;
3. Assists in researching investigations and analyzing sociological, economic and environmental factors related to water and wastewater projects;
4. Assists with the preparation of required environmental impact review documents and permit application materials and coordinates with local, state and federal regulatory agencies for water and wastewater projects;
5. Learns skills and techniques in coordinating specific elements of designated water and wastewater projects;
6. May participate in meetings with regulatory bodies, municipal boards, legislative bodies, and other public officials to advise on planning matters and make recommendations;
7. May assist in the preparation of funding applications and compliance with funding agency requirements;
8. May assist with the preparation of written material, data, and graphics.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

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

Working 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.



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Page 2 of 2

MINIMUM QUALIFICATIONS:

- EITHER: (A) Bachelor's degree in Engineering, Planning, Environmental Studies, Business Administration, Chemistry, Biology, Physics or closely related field;
- OR: (B) Associate's degree in Engineering, Planning, Environmental Studies, Business Administration, Chemistry, Biology, Physics or closely or related field and two (2) year of experience in water/wastewater maintenance or wastewater systems projects;
- OR: (C) Four (4) years of experience in water/wastewater maintenance or wastewater systems projects;
- OR: (D) An equivalent combination of education, training, and experience between the limits of (A) and (C) 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.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: