

WATER PLANT ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and managerial position in the City of Poughkeepsie. The incumbent, working under the direction of the Poughkeepsie Joint Project Water Board of the City and Town of Poughkeepsie, oversees and administers the day to day operation of the 16 MGD Water Treatment Plant. General direction is received from the Joint Water Board. Direct supervision is exercised over subordinate professional, technical and maintenance staff.

TYPICAL WORK ACTIVITIES:

1. Prepares an annual operating budget for submission to the Joint Board;
2. Recommends capital programs and capital expenditures;
3. Prepares and updates annually a five year capital plan;
4. Oversees and administers the day to day operations of the Joint Project;
5. Prepares and submits reports to regulatory agencies;
6. Acts as the Joint Board's representative to any negotiating team bargaining with representatives of Joint Project employees;
7. Recommends reimbursement to either party of the Joint Board if their employees perform services for the Joint Project;
8. Solicits plans, specifications and contract drawings and reviews bids for operation, maintenance, replacement, upgrading, enhancement or expansion of the Joint Project and makes recommendations to the Joint Board;
9. Administers all aspects of construction projects undertaken by the Joint Project and reviews and makes recommendations to the Joint Board concerning contractors request for progress payments, change orders, and claims;
10. Coordinates agreements for professional and contacted services and makes recommendations to the Joint Board concerning the payment of vouchers;
11. Makes recommendations to the Joint Board concerning the existence of a public emergency according to Section 103 of the General Municipal Law;
12. Recommends expenditures from budgeted contingency accounts and unexpended fund balances;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of water treatment plant operations; thorough knowledge of the principles and practices of public administration, including budgeting, staffing and problem-solving; good knowledge of supervisory practices; ability to plan and supervise the work of others; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to establish and maintain successful working relationships with others; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

WATER PLANT ADMINISTRATOR (Cont'd)

MINIMUM QUALIFICATIONS:

- EITHER: (A) Possession of a Master's degree in Civil Engineering and five years of professional water utility experience which included water treatment plant operation and administration;
- OR: (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering plus seven years of professional water utility experience which included water treatment plant operation and administration;
- OR: (C) Graduation from high school or possession of a high school equivalency diploma and ten years of water utility experience plus 5 years of professional experience which involved responsible operation and administration of a water treatment plant;
- OR: (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Possession of a New York State Professional Engineer license at the time of appointment may be substituted for the formal education requirement as specified in (A) and (B) above.

EV2106

ADOPTED: 01/15/98

REVISED: 12/15/06 7/26/2007