

DIRECTOR OF ENGINEERING AND DISTRIBUTION

Code No.: 3-18-114

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the engineering and construction operations (excluding water and waste treatment facilities) of the Monroe County Water Authority, such as the installation, maintenance, repair and service work necessary for the operation of the M.C.W.A distribution system. Works under the general direction of the Executive Director with considerable latitude to exercise independent judgment. General supervision is exercised over an Engineering Manager, a Distribution Manager, and a Clerk. Responsible outside of normal working hours on a rotating basis on weekends and holidays every six (6) weeks for the resolution of systems problems related to the operation and maintenance of the distribution center. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the design and construction of facilities undertaken by the Engineering and Distribution Department;

Reviews inventory control and other warehouse practices;

Reviews plans and specifications for projects proposed by Consulting Engineers in conjunction with Director of Production and Distribution for water and waste treatment facilities;

Approved land and easement acquisition;

Approves designs of water main and related facilities for subdivision projects by area developers;

Develops feasibility studies with respect to water supplies for new areas;

Develops long-range plans and analysis for water distribution operation including hydraulic network analyses;

Develops Capital Improvement and Renewal/Replacement Annual Budgets, the Department Annual Operating Budget, and the six (6) year Capital Improvement Program;

Represents Monroe County Water Authority on Civil Service Employees Association negotiations, the Utility Coordinating Committee, and the Monroe County Water Authority/City Water System Operating Committee as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of Civil Engineering practices as related to public water distribution facilities; thorough knowledge of modern methods and maintenance of water distribution system; thorough knowledge of supervisory practices and techniques; good oral and written communication skills; ability to establish and maintain good working relationships with others; ability to direct and implement the design and construction of facilities; ability to read and understand surveys, drawings, plans, technical reports, ability to formulate budgets; ability to

formulate policy for long-range projects; good judgment; initiative; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Sanitary or Civil Engineering, plus eight (8) years full-time paid experience in public water facility engineering, construction and maintenance, at least five (5) years of which shall have been in a supervisory capacity.

NOTE: A Master's Degree in Sanitary or Civil Engineering may be substituted for one (1) year of experience.

PROMOTIONAL REQUIREMENTS:

At least four (4) years experience as a Senior Civil Engineer Distribution Manager or equivalent experience at Monroe County Water Authority.

SPECIAL REQUIREMENTS:

Eligibility for a New York State Water Distribution System Operator's license. Possession of license at time of appointment.

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 19, 1981