

## DIRECTOR OF PRODUCTION AND WATER SUPPLY

Code No. 3-18-115  
Non-Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in Monroe County Water Authority involving responsibility for setting departmental policy and directing the operations of the Water Treatment Plant and water supply transmission system. The Director of Production and Transmission oversees the design, construction, maintenance and operation of the Monroe County Water Authority water treatment facilities and the operation and maintenance of the water transmission system, including pressure regulation, pumping and storage facilities. The employee also makes recommendations on the selection and promotion of department employees, and the resolution of department labor issues. The employee reports directly to and works under the general direction of the Executive Director with considerable latitude for independent judgment particularly for planning, scheduling, and assigning departmental activities. The employee may assume the duties of the Executive Director in his absence. General supervision is exercised over a professional, technical and clerical support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Establishes and oversees operational and maintenance policies and procedures related to the pumping, treatment, pressure regulation and storage of water and the treatment of water plant sludge;

Establishes and oversees operational and maintenance policies and procedures related to the quality control and load control of water;

Implements various codes and regulations such as part 5 of the New York Sanitary Code pertaining to water treatment facilities, State Pollutant Discharge Elimination System requirements pertaining to the Central Processing Facility Agreement and Monroe County Water Authority/City of Rochester Wholesale Water Agreement;

Plans and implements procedures for the modification of water and waste treatment to improve quality, efficiency and economy of the operation;

Confers with other department heads concerning design and construction of water production projects, methods of operation;

Oversees preparation of new designs for water and waste treatment facilities;

Reviews plans and specifications for water and waste treatment facilities in conjunction with the Director of Engineering;

Develops various plans and programs for submission to the Executive Director such as Capital Improvement and Renewal Replacement Annual Budgets, Department Annual Operating Budget, six year Capital Improvement Program;

Represents Monroe County Water Authority in relations with other governments and health and environmental agencies on water treatment issues, regulatory concerns, pollution elimination, and

contract negotiations as required;

Investigates and reviews complaints or requests regarding water quality or conformance to standards from large consumers and government agencies.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of engineering principles and practices as related to design, construction, and operation of water and waste treatment facilities; thorough knowledge of materials and equipment used in construction and maintenance of water and waste treatment facilities; thorough knowledge of supervisory practices and techniques; good oral and written communication skills; ability to evaluate the condition of equipment and facilities under construction, repair or service; ability to establish and maintain effective working relationships; ability to plan and supervise the work of a large employee group; ability to formulate plans for long-range projects; ability to read and understand surveys, drawings, plans and technical reports; ability to analyze contract documents and bids; ability to effectively communicate orally and in writing; ability to effectively direct operating units; integrity; good judgment; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in Sanitary or Civil Engineering, plus eight (8) years paid full-time or its part-time equivalent engineering experience, at least two (2) years of which shall have included work in water system design, construction, supply or treatment management, or distribution. In addition, three (3) years of experience must have been in a responsible supervisory capacity.

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

**SPECIAL REQUIREMENTS:**

At time of appointment, possession of a New York State Professional Engineer's license or possession of a Professional Engineer's license issued by a State having reciprocity with New York Professional Engineering licensure standards and which license was obtained by written examination.

Where, in order to meet the Professional Engineer's license requirement, an individual is appointed by using the process of reciprocity, the probationary period is not considered complete until the employee has received the Professional Engineer's license issued by the State of New York. The license must be obtained within twelve (12) months 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.

If you are appointed, you will be required to possess a valid license to operate a vehicle in NYS, or otherwise demonstrate your ability to meet the transportation needs of the position.

**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

**REVISED:** April 15, 1993

**REVISED:** April 13, 1994

**FORMERLY:** Director of Production and Transmission

**REVISED:** April 4, 2002

Approved Non-Competitive by State Civil Service Action on 10/22/01