

DIRECTOR OF OPERATIONS

Code No. 2-27-013

Non-Competitive

For use by the Monroe County Water Authority

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for setting departmental policy and for directing the Operations Department of the Monroe County Water Authority (MCWA). The employee is responsible for the installation, operation, maintenance and repair of the water distribution system. The employee reports directly to, and works under general direction of, the Executive Director with considerable latitude for independent judgement particularly for planning, scheduling, and assigning department activities. The employee may assume the duties of the Executive Director in his absence. General supervision is exercised over a subordinate 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.)

Develops and implements operating procedures and policies for the Department;

Reviews department activities and establishes annual goals, schedules and priorities;

Develops and prepares annual department budget, Capital Improvement Budget, Renewal and Replacement Budget;

Makes hiring and promotional selections for department;

Directs the Supervisors of Distribution in planning and scheduling the installation, maintenance and repair of the water distribution system, including off-hours emergency response;

Directs the activities of the Leak Detection Unit;

Directs the inspection, operation and maintenance of distribution system components including valves and hydrants;

Directs the activities of the 24-hour dispatch area and emergency response personnel;

Analyzes operational problems, formulates and implements solutions;

Reviews selection, purchase and maintenance of vehicles, equipment and supplies related to Operations Department;

Represents MCWA in meetings with other municipalities and utilities on issues of mutual concern.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of civil engineering practices related to public water distribution facilities; thorough knowledge of modern methods of repair and maintenance of water distribution systems; thorough knowledge of management practices and procedures; good knowledge of public administration practices and procedures; analytical and organizational skills; good oral and written communication skills; ability to develop and implement operating procedures and policies; ability to supervise, review and direct the work of others; ability to develop and implement goals, objectives, priorities, and policies for the department and assigned programs;

ability to establish and maintain professional relationships; ability to prepare and monitor operating and capital budgets; tact; courtesy; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, plus four (4) years paid full-time or its' part-time equivalent experience in the management of the operations of a water distribution system, or construction business or construction equipment business, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Business Administration, plus six (6) years full-time paid or its' part-time equivalent experience as described in (A) above, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Eight (8) years paid full-time or its' part-time equivalent experience in the management of the operations of a water distribution system, or construction business or construction equipment business, two (2) years of which shall have been in a supervisory capacity; OR,
- (D) Any equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS:

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State, or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: December 8, 1994

Denied non-competitive NYS Civil Service Commission 10/20/97

Approved non-competitive by NYS Civil Service Commission 10/22/01 (Director of Operations)

REVISED: May 9, 2002

REVISED AND TITLE CHANGED: November 5, 2009

FORMERLY: DIRECTOR OF OPERATIONS-MONROE COUNTY WATER AUTHORITY