

DIRECTOR OF PUBLIC SERVICES I

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Mayor, reviews site and subdivision design; reviews engineering proposals and advises the Village Trustees; inspects construction materials and monitors routine procedures of public works such as refuse collection, snow removal, safety, sewer, parks and vehicle fleet. Incumbent is responsible for all facets of Water division operation plans work; trains staff; meets Federal and State standards. Incumbent provides direct and indirect supervision of staff in both Public Works and water division and is responsible for the review and maintenance of the budget of both divisions.

TYPICAL WORK ACTIVITIES:

Writes, directs and coordinates the engineering plans and specifications for the Village;
Confers with State and/or municipalities as required, in relation to design as it is affected by State projects or local conditions;
Makes recommendations to the Mayor and the Board of Trustees as to the letting of contracts;
Reviews project requests for adequacy, feasibility, cost and proper timing;
Develops, administers, monitors and evaluates projects and daily maintenance activities;
Prepares, maintains and evaluates public work budgets: streets, parks, refuse, water and sewer;
Directly supervises foremen and Deputy Superintendents of both Public Works and Water division;
Indirectly supervises all public works staff;
Plans and directs daily operations of Water division including the hiring and training of staff;
Implements safety procedures and training;
Makes daily inspection of water plant and machinery;
Makes or supervises necessary tests for control of plant operation;
Instructs on the regulation of chlorinators and chemical feeders;
Schedules and supervises the cleaning and washing of filters, if existing;
Applies or supervises the application of chemicals such as chlorine or chlorine compounds, chlorine-dioxide, chlorine ammonia, fluoride compounds, or the process of dechlorination;
Conducts special studies for improvement of water quality and plant operations;
Maintains inventory of supplies, chemicals and equipment;
Requisitions materials;
Maintains records and prepares periodic reports on the operation of the plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS :

Thorough knowledge of civil engineering principles and practices;
Thorough knowledge of administrative techniques and practices with particular reference to field staff located in widely separated areas and to relationships between contractors, public agencies and general public;
Thorough knowledge of water treatment plant operation including but not limited to chlorine and fluoride chemical application and the cleaning of filters;
Good knowledge of the principles and practices of budgeting, financial record keeping, personnel administration, supervision and administrative control, public sector labor law;
Ability to make all operational and water quality tests, including but not limited to chlorine residual color, PH turbidity, bacteriologies sampling techniques;
Ability to plan and direct the work of others;
Ability to think analytically;
Good judgement in engineering and administrative matters;
Tact;
Resourcefulness;
Initiative;
Integrity;
Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS :

- A) *Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in civil engineering, natural science or related field and two years experience in water/sewer treatment operation or design; or
- B) *Graduation from a regionally accredited or New York State registered college or university with an Associates degree in civil engineering, natural science or related field and six years experience in water/sewer treatment operation or design; or
- C) *Graduation from a regionally accredited or New York State registered college or university with an Associates degree in civil engineering, natural science or related field, with at least one semester course in water treatment plant operations and four years experience in water/sewer treatment operation or design; or

- D) *Graduation from high school or possession of an Equivalency Diploma and ten years experience in water/sewer treatment operation or design, of which five years must have been in public works administration.

NOTE: This is a trainee position in the competitive class. Appointment following examination is for a one year term during which time the incumbent has the opportunity to obtain a Water Treatment Operator license Grade IB. Promotion upon successful acquisition of this license may be made without further examination to Public Services Director II.

*As prescribed by New York State Public Health Law S225, Chapter 1, State Sanitary Code Sub part 5-4