

COMMISSIONER OF WATER QUALITY AND WATER POLLUTION CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Department of Water Quality and Water Pollution Control and involves responsibility for management and coordination of the engineering, construction, operation and maintenance phases of a large water pollution abatement program involving collection, transportation and treatment of waste water. This is a managerial position which is non-technical in nature involving working with consulting engineering staff and supervising the total system operation through various technical and mechanical unit heads engaged in operation and maintenance of the system. Technical expertise and advice is furnished by engineering and treatment plant staff. Work is performed under general direction of the County Executive, with considerable leeway allowed for exercise of independent judgment in carrying out the details of the work of subordinate employees of the Department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops and implements policies and procedures for the department;
Supervises plant operating and maintenance personnel, through technical unit supervisors, to insure continuance of efficient pollution control and treatment of waste waters;
Directs the financial, business management and budget activities for the department;
Directs purchasing of supplies and equipment insure continuous efficient operation of the system;
Plans, organizes, and monitors various system construction programs;
Recruits trains, evaluates and promotes personnel;
Prepares fund grant applications by coordinating resolutions, contract engineering and required regulatory approvals;
Oversees compliance schedules and conditions required by Department of Environmental Conservation and insures they are met;
Cooperates with regulatory agencies, County Board of Legislators, Water Pollution Control Advisory Board and others which relate to the operation of the department;
Handles public relations activities and addresses groups, works in coordination with news media, acts as liaison with other municipal departments and public utilities and resolves customer grievances not settled at subordinate levels;
Prepares a variety of records and reports related to the work;
Attends various meetings and conferences.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern business management, public personnel management and budgetary practices, procedures and techniques; good knowledge of modern general and governmental accounting, fiscal and purchasing procedures; good knowledge of methods used in maintaining financial accounts and records; ability to readily acquire familiarity with the laws, rules, policies, regulations and practices affecting operation of the department; ability to prepare complete accurate financial reports and statements; ability to supervise operation of a large sewer district involved in treatment of ordinary and industrial wastes; ability to plan and supervise the work of others; ability to manage engineering, maintenance and treatment plant staffs requiring no technical knowledge in these areas; ability to coordinate diverse activities of the department with other departments and agencies; ability to deal effectively with the public; ability to write and speak clearly and effectively.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience and other such qualifications, as the County Executive may determine appropriate.