

Jurisdictional Class: Competitive  
EEO Category: Officials/Administrators  
Revised: 02/14/2024

**DEPUTY COMMISSIONER OF WATER QUALITY AND  
WATER POLLUTION CONTROL**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has technical and managerial responsibility for civil and environmental engineering at the highest professional level with emphasis on public wastewater collection. This individual performs independent professional engineering and administrative work, and supervises the design, financing, construction, and maintenance of County-owned wastewater infrastructure. This position requires extensive interaction with department staff. The work is performed under the administrative direction of the Commissioner of Water Quality and Water Pollution Control, with considerable leeway allowed for independent judgement in carrying out the details of the job. Supervision is exercised over the work of subordinate employees. The Deputy Commissioner may act for, and in place of, the Commissioner in his/her absence. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs department personnel in administration of maintenance and construction work in progress, and confers with them frequently on technical decisions;  
Advises Commissioner and department personnel in matters pertaining to wastewater collection and treatment and associated engineering;  
Makes field inspections of new projects to be undertaken and construction projects underway;  
Administers the Department's safety program;  
Plans long-range needs of capital construction improvements, including the multi-year Capital Improvement Plan (CIP);  
Develops Requests for Proposals for engineering, environmental, and related services and manages the resulting services;  
Develops material requirements and construction specifications for various maintenance, repair, renovation and new construction projects;  
Plans annual easement maintenance program for the interceptor sewer and force main systems;  
Assists with planning and directing of the financial and budget needs of the Department;  
Assists legal counsel in developing contracts, easements, and other legal documents;  
Manages and directs new and on-going maintenance and construction projects;  
Coordinates with regulatory agencies on department matters;  
Attends meetings and public hearings concerning Department initiatives and projects;  
Prepares and follows through with the development and submission of funding applications;  
Assists in the development of Department budgets and reports;  
Disseminates wastewater collection and treatment information pertaining to the public;  
Prepares a variety of records and reports related to the work.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Comprehensive knowledge of the principles and practices of civil and environmental engineering as applied to wastewater collection and treatment activities; comprehensive knowledge of sources of engineering information and facilitate in application of engineering methodology; thorough knowledge of the use of construction materials in wastewater collection and treatment projects; ability to direct the work of outside consultants: ability to plan, organize and direct wastewater collection and treatment engineering and construction; ability to deal effectively with the public; ability to write and speak clearly and effectively; good professional judgement; experience with budgeting and project management; working knowledge of CADD software (AutoCAD) and Arc GIS.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of Master's Degree in civil or environmental engineering **AND** six (6) years of experience involving civil or environmental engineering projects with emphasis on wastewater collection and treatment; **OR**
- (B) Possession of Bachelor's Degree in civil or environmental engineering **AND** seven (7) years of experience involving civil or environmental engineering projects with emphasis on wastewater collection and treatment; **OR**
- (C) Possession of Associate's Degree in engineering or environmental science **AND** nine (9) years of experience involving civil or environmental engineering projects with emphasis on wastewater collection and treatment.

**SPECIAL REQUIREMENTS:**

- 1. Possession of a current valid Professional Engineer's License issued by the New York State Education Department at time of application. License must be maintained in good standing throughout appointment.
- 2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

Adopted: 02/29/1976  
Revised: 01/19/1982, 09/17/1997, 09/27/2021, 08/10/2022, 02/14/2024

Pending Jurisdiction Classification Request Disapproved by NYSCSC 02/14/2024