

TITLE: ASSISTANT MANAGER OF WATER POLLUTION CONTROL

CODE: 38072

GENERAL DESCRIPTION

This is highly responsible water pollution control management work involving the direction and supervision of the operations of all water pollution control facilities, and oversight of the technical operations of all water pollution control facilities.

Work involves responsibility for reviewing plant operational records and analyzing data to assure operations conform to established procedures. Duties include designing or reviewing in-plant modifications. This position also has the responsibility for making day-to-day process control decisions. This work requires that the employee have considerable knowledge, skill and ability in the water pollution control field as well as engineering and plant management disciplines.

SUPERVISION RECEIVED:

Works under the general direction of the Manager of Water Pollution Control.

EXAMPLES OF DUTIES:

Assists in directing and coordinating the water pollution control treatment process, including the monitoring required to meet State and Federal standards; manages plant modifications.

Plans and directs the operations and objectives of a large department. Monitors unit activities and recommends corrections. Supervises subordinate supervisors and staff employees.

Gathers and analyzes information on department effectiveness and efficiency and implements operational policies and procedures. Drafts reports. Reviews forms and reports from subordinate units.

Develops budgets and reviews subordinate budgets. Assists in developing capital budgets. Reviews unit expenditures and recommends approvals.

Supplements training and counseling. Administers union contract language, oral and written warnings, and researches and recommends higher level discipline. Assists in employee selection, performance evaluation review and reclassification recommendations.

Assists in coordinating department operations and goals with other District departments and government agencies. Assists in coordinating unit operations and the personnel, materials and equipment necessary for projects, objectives and programs.

Performs related work as required.

TITLE: ASSISTANT MANAGER OF WATER POLLUTION CONTROL

CODE: 38072

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of water pollution control technology including current issues and advances in the technology.

Good knowledge of public administration principles and practices as applied to a varied organizational department, including budget and personnel administration.

Considerable ability to communicate orally and in writing and to coordinate varied and complex operational and administrative activities and to lead others in a work group or groups.

Good ability to administer policies and procedures including planning, financial management, routine decision-making, and report development and writing.

Considerable ability to monitor the work of work groups and to supervise selected work units.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in civil, mechanical, sanitary, electrical or chemical engineering plus six years of progressively responsible water pollution experience including at least three years at the supervisory level.

SPECIAL REQUIREMENTS:

Must have a Connecticut Class IV Water Pollution Control Plant Operator's Certification.