

TECHNICAL DIRECTOR OF MUNICIPAL UTILITIES

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility for implementation and delivery of multiple administrative duties of the Department of Municipal Utilities including, planning, capital project management, interagency coordination, grant administration, policy delivery and budget assistance. The incumbent will provide high level procurement assistance associated with delivery of operating and capital projects including grant administration for all Municipal Utility Departments including the Wastewater Treatment Plant, Water Filtration Plant, Sewer and Water Maintenance Departments, Water Billing Department, and Hydroelectric Facilities. The incumbent will work directly with all municipal utility staff, directly assisting the Water and Wastewater Chief Operators, Sewer and Water Maintenance Supervisor and senior maintenance staff. The incumbent will provide technical assistance to the Chief Operators for all federal, state, and local laws associated with permits, licenses, and exemptions necessary to operate all municipal utility facilities. Strong interagency coordination is required to provide technical direction for the Department of Municipal Utilities specifically related to Owasco Lake watershed protection, State Pollutant Discharge Elimination System (SPDES) Permit compliance, New York State Department of Health (NYSDOH) compliance, and Federal Energy Regulatory Commission (FERC) license requirements. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director of Municipal Utilities with the planning, direction and supervision of all activities of the Municipal Utility Department, including but not limited to Water Filtration, Wastewater Treatment, Hydroelectric Facilities and the Sewer and Water Maintenance Department;

Supervises the activities associated with Grant Administration and management of Municipal Utilities Capital Projects;

Assists with the preparation of the departmental budget and assists with procurement of special projects developed in each annual budget;

Plans, develops and implements long and short-term planning and development of capital improvement programming and needs;

Administers the local, state, and federal funding for various projects by researching, planning, developing strategies, and allocating funds for Municipal Utility projects;

Develops and reviews requests for proposals/qualifications for capital projects ensuring compliance with Federal and State laws, and local rules and ordinances;

Assists the Director and City Manager with identifying potential funding opportunities by researching and keeping abreast of various grant programs available for capital improvement and/or environmental improvement projects;

Meets regularly with the Municipal Utility management staff to plan, review and coordinate work, assessing staffing requirements, develop goals and receive budget data;

Assists with forecasting revenue and expenditures and preparing department budgets with the Director of Municipal Utilities and City Manager;

Technical assistance with developing rate structures within the City and with Wholesale Customers in close coordination with the Director of Municipal Utilities and City Manager;

Provides informational presentations such as project background information to the City Council, general public, various boards and organizations; and

Provide technical assistance associated with tracking energy production and revenue for the hydroelectric facilities owned by the City.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices in administering and monitoring grant funds;

Good knowledge of the principles, methods and techniques used in municipal utility infrastructure planning, implementation and operation;

Good knowledge of Federal, State and local laws, policies and programs related to municipal utilities;

Good knowledge of the sources of funding available for municipal utility projects;

Good knowledge of ecosystems and land use management associated with watershed protection and environmental policy;

Ability to develop, administer and monitor grant funding for projects and programs related to municipal utilities;

Ability to lead the work of others on projects by providing guidance and oversight of their activities as well as assigning and reviewing their work;

Ability to plan, coordinate and implement regional watershed projects;

Ability to plan, coordinate and implement capital improvement projects;

Ability to prepare and deliver presentations in a clear, concise and articulate manner;

Ability to communicate effectively both orally and in writing;

Ability to establish and maintain effective working relationships with others;

Ability to administer and manage environmental compliance programming associated with regulatory permitting;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's degree in environmental or civil engineering, biology, or chemistry, or a related field and four (4) years of experience in engineering, water and/or sewer operations, capital project management or related field;
- (b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in environmental/civil engineering, chemistry, biology, or a related field and six (6) years of experience as defined by the limits outlined in (a); or
- (c) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in environmental science, engineering or related field with eight (8) years of experience as defined by the limits outlined in (a); or
- (d) New York State Department of Environmental Conservation 3A or 4A Wastewater Operator Certificate and/or New York State Department of Health 1A Water Operator Certificate with ten (10) years of experience as defined by the limits outlined in (a); or
- (e) An equivalent combination of training and experience as defined by the limits outlined in (a), (b) and (c) above.

Special Certification Desired for Applications:

- Professional Engineering License Preferred
- Water or Wastewater Operator License Preferred

Jurisdiction: City of Auburn
Class: Competitive
Adopted: CSC mtg 6/11/18
Revised: CSC mtg 2/10/20