

DEPUTY DIRECTOR: Engineer, Operations, Maintenance
Salary Range: \$85,000- \$100,000

DEFINITION

Under direction of the Executive Director assists in the following functions: engineering and/or operations, maintenance, construction of the sanitary, water treatment and distribution programs and fatalities; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

1. Coordinates and directs the operation with the superintendents repair and maintenance activities of one or more water treatment and/or sewage collection and treatment facilities; may also direct and coordinate installation and expansion activities as well as review of lab operations.
2. Coordinates maintenance and repair activities among multiple work units and/or facilities to make effective use of resources and personnel, in order to meet the standards prescribed by state and federal Environmental Protection Agencies.
3. Coordinates with the engineers and superintendents the development and execution of plans and procedures related to the construction, inspection, maintenance, and repair of water and/or sewer systems and equipment.
4. Inspects field activities of contractors to ensure that construction projects conform to plans and specifications.
5. Plans, manages and coordinates with the engineers the methods and sequence of operations to facilitate additions, deletions, and modifications to water and/or sewer systems
6. Review invoices from outside contractors and engineers before submission to the Executive Director.
7. Prepares operational plans, budgets and cost estimates for one or more treatment facilities; directs the implementation of approved operational plans and oversees expenditures in the approved budget.
8. Prepares and administers contracts for the securing of materials, tools, supplies and equipment, and supervises their storage, and distribution.
9. Evaluates new developments in materials, tools, and equipment and procures same
10. Prepares correspondence and technical reports containing findings, conclusions, and recommendations among contractors and engineers.
11. Ability to prepare, review, analyze, and interprets engineering drawings, specifications, and technical manuals; and/or critiques work products from engineers engaged in preparing designs and plans to construct, enlarge, install, and modify treatment plants, pumping stations, mains, and other appurtenances, and suggests modifications.
12. Directs and coordinates with engineers in conducting studies to determine the most feasible approaches to meeting organizational and technical problems.

13. Interprets and implements regulations concerning the maintenance and operations of water treatment and/or sewage collection and treatment facilities; may interpret and implement regulations concerning experimental treatment and disposal projects.
14. Supervises and coordinates with superintendents the handling of customer complaints and requests for service installations and repairs and oversees that the repairs and maintenance is performed efficiently and timely matter, reporting all incidents to the Executive Director.
15. Supervises with the Water and Sewer Department Superintendents for the day-to-day Operations and maintenance activities of sewer and or water treatment plants and distribution network of pipes in separate locations to insure proper procedure and safety protocol.
15. May assist the Executive Director in exercising executive control/direction over engineering and/or operations function responsible for acquisition of real estate for public use and distribution of state and federal funds to local political subdivisions.
17. Performs such special functions and directs such special projects as may be delegated by the Executive Director.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a civil engineering Bachelor=s degree.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE:

Three (3) years of experience relating to environmental, water and sewer facilities is Is a significant consideration.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.