



SC-PAY GRADE 25

ASSISTANT DIRECTOR OF ENVIRONMENTAL SERVICES

DUTIES AND FEATURES OF THE CLASS:

The incumbent in this class performs a variety of professional technical and administrative tasks involving the permitting, operation and maintenance of water and wastewater facilities. Work is performed both in the office and in the field requiring the ability to access confined spaces. The work involves the application of knowledge gained through education and experience. The incumbent must be able to lead a team effectively. Work is performed under general direction of the Director of Environmental Services.

EXAMPLES OF WORK:

Supervises and schedules technical and non-technical staff of the Environmental Services Division; handles grievances and discipline; responsible for direct reports employee performance evaluations and review of indirect reports performance evaluations; attends and represents the department at internal and external meetings as needed; assists with the procurement, asset management and work order programs, monitors operational and maintenance activities; assists with decision-making regarding operational changes, critical facility process controls, maintenance priorities, staff scheduling, and permit compliance with regulations of federal, state, and local agencies; interacts with federal, state, and local regulatory agencies on issues relating to the water and wastewater treatment facilities including permit compliance, facility and records inspections; assists in the preparation of annual reports; responds to permit violations; prepares permit applications and renewals for National Pollutant Discharge Elimination System (NPDES) permits, Land Treatment System Permits and Air Pollution Control Permits and equipment permitting processes; maintains required records and data; assists in the review of monitoring reports for submittal to various regulatory agencies; may serve as a review team member on design and construction projects involving the expansion of water and wastewater facilities; assists with the coordination of water and wastewater treatment facility operational needs with construction efforts; assists with the development and administration of the operations and maintenance as well as the capital projects budgets; assists with the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; may recommend budget adjustments as necessary; performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Strong knowledge of principles and practices of municipal budget preparation and administration; strong knowledge of principles of supervision, training, and performance evaluations; ability to interpret and enforce organizational policies; comprehensive knowledge of pertinent federal, state, and local laws, codes, regulations, and the associated permitting processes affecting the operation of water and wastewater treatment facilities, the discharge of treated wastewater, and safety regulations concerning industrial environments and hazardous materials; strong knowledge of water and wastewater treatment principles and associated technology, aquatic chemistry, wastewater treatment biology and microbiology principles; comprehensive knowledge of wastewater sludge treatment and disposal practices; excellent knowledge of current methods, terminology, equipment, tools, and materials utilized in the operation, maintenance, and repair of a wastewater treatment plant and pump stations; ability to procure in accordance with County policy, manage and track assets using a GIS based technology strong knowledge of operation and maintenance of odor-abatement equipment (air scrubbing); ability to avoid occupational hazards and implement effective standard safety precautions; strong knowledge of administrative procedures, methods, and equipment including SCADA systems, applicable software applications used in pipeline system analysis and biological process modeling as well as database management; ability to establish and maintain effective working relationships with representatives of other agencies, staff, department heads, elected officials and the general public.

QUALIFICATIONS:

Minimum of a Bachelor's degree in Engineering or Environmental Science with a minimum of seven to eight (7-8) years' experience or any equivalent combination of experience, education or training directly related to the required knowledge, skills and abilities; must possess technical competency in water and wastewater treatment plants, complex transmission networks including wastewater pump stations; certification as a Level IV Wastewater Operator and/or as a professional engineer licensed in Delaware is preferred; excellent customer service and organizational skills; excellent verbal and written communication skills; proficient in Microsoft Office (Outlook, Word, Excel) and ESRI GIS; supervisory experience required to include planning, assigning, reviewing, and evaluating the work of others; experience with a union environment is preferred.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35-hour work week (Monday – Friday)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing
- Possession of a valid driver's license