



SC-PAY GRADE 28

DIRECTOR OF ENVIRONMENTAL SERVICES

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs a variety of professional technical 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 employee must be able to work independently. Work is performed under general direction of the County Engineer.

EXAMPLES OF WORK:

Supervises technical and non-technical staff of the Environmental Services Division; oversees the asset management program, staffing and operational and maintenance activities; responsible for 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; prepares 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; reviews monitoring reports for submittal to various regulatory agencies; serves as a review team member on design and construction projects involving the expansion of water and wastewater facilities; coordinates water and wastewater treatment facility operational needs with construction efforts; develops and administers the operations and maintenance as well as the capital projects budgets; forecasts funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; recommends budget adjustments as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Excellent knowledge of principles and practices of municipal budget preparation and administration; considerable knowledge of principles of supervision, training, and performance evaluations; 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; 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 ten (10) years' experience; must possess a Delaware Professional Engineering License or the ability to obtain; must possess technical competency in water and wastewater treatment plants, complex transmission networks including wastewater pump stations; certification as a Level IV Wastewater Operator is preferred; excellent customer service and organizational skills; excellent verbal and written communication skills; proficient in Microsoft Office (Outlook, Word, Excel); strong knowledge of staff supervision which includes planning, assigning, reviewing, and evaluating the work of others.

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