



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

JOB POSTING NOTICE

TITLE: Supervisor, Bureau of Wastewater Management

DEPARTMENT: Department of Public Works

RATE OF PAY: \$80,249/yr

TYPE: Competitive / Permanent / Full-Time Position

NOTE: Position will be filled on a provisional candidate. Appointed candidate must take the civil service exam once it is announced and receive a successful score according to the [Rule of Three](#).

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, organizing and directing the operations of County owned wastewater treatment plants and wastewater collection systems. The work is performed under the general direction of the Deputy Commissioner of Public Works with wide leeway provided for the use of independent technical judgment. Supervision is exercised over all technical, maintenance, laboring and clerical personnel employed by the Bureau of Wastewater Management. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs the overall operation of County wastewater treatment and collection including wastewater pump stations, collection systems and wastewater treatment plants;
Develops, implements and updates standard operating procedures, safety programs and stormwater management programs;
Reviews engineering plans for proposed sewer district extensions and improvements and makes recommendations to appropriate authorities;
Makes physical inspections of County wastewater collection and treatment facilities to assure optimum performance;
Coordinates permitting and re-permitting of wastewater systems with NYS Department of Environmental Conservation and assures compliance with permit conditions;
Investigates complaints regarding wastewater system operation and if warranted, takes or orders necessary corrective action;
Prepares Wastewater Bureau budget for Commissioner of Public Works setting goals and priorities;
Develops and implements detailed equipment and facility preventative maintenance plans and records all maintenance and repair work;
Oversees the preparation of bid specifications and purchase of all new and replacement materials and equipment and assures such purchases conform to budgetary allocations;
Prepares reports and compliance documents to be reviewed by Deputy Commissioner, Commissioner, regulatory agencies and Board of Supervisors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, maintenance and repair of wastewater treatment plants, pump stations and collection systems; good knowledge of the laws, rules and regulations relating to wastewater treatment and collection; ability to plan, develop and implement policies and procedures concerning the operation and maintenance of wastewater treatment facilities; ability to establish and maintain cooperative relationships with the public and other governmental and private agencies; ability to supervise and plan the work of others; ability to keep and maintain a moderately complex record system; ability to prepare reports; ability to interpret and work from complex sketches, engineering drawings and notes; ability to provide others with technical knowledge concerning wastewater treatment both orally and in writing; physical condition commensurate with the demands of the position.

QUALIFICATIONS:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS: Either:

1. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a natural science (physical or biological), Civil, Environmental or Sanitary Engineering or a closely related field AND four (4) years of full-time paid, responsible experience, or its part-time equivalent, in sewer and/or wastewater treatment design, inspection, operation or maintenance; which must have included at least one (1) year in a supervisory capacity; OR
2. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering Science or Technology, Environmental Technology or a closely related field AND six (6) years of experience as defined in (1) above; OR
3. An equivalent combination of training and experience as defined by the limits of (1) and (2).

SUBSTITUTION: Possession of a Master's Degree in a field noted above may substitute for two (2) years of the required experience (not to include the one year of supervisory experience).

NOTE: Advanced education degree received, in a program or specific field noted above, will be accepted in lieu of the minimum education noted.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.