

Department: Dept. of Public Works  
Classification: Competitive  
Grade: UNGRADED

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DOCUMENT 06

## **ENVIRONMENTAL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing responsible and difficult professional engineering work in the design, investigation, control, maintenance, construction and operation of engineering projects. Incumbent is responsible for administering, planning, overseeing, implementing, and enforcing a variety of environmental health programs. This is professional engineering work of a high caliber involving the exercise of independent judgment based on knowledge of both theory and practice and entailing considerable responsibility. This position involves frequent contact with the legal, engineering and other local and state officials to insure compliance with applicable laws, rules, codes and policies. The engineering duties are performed in accordance with established engineering principles, codes, regulations, and local and state Public Health Laws with leeway allowed for the use of independent judgement in carrying out the details of the work. The work is performed under the general supervision of the Superintendent of Public Works. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Acts as a liaison between contracted engineering firms and municipalities for water and wastewater treatment, and distribution and disposal facilities;  
Assists municipalities with regulatory compliance of municipal water and wastewater systems;  
Assists municipalities with diagnosing water and wastewater treatment issues;  
Originates plans, designs and carries out highway, construction, water, storm drainage and sanitary sewer system programs;  
Prepares reports on activities;  
Reviews planned alterations and construction for structural safety and design;  
Prepares and stamps plans, specifications and construction for materials and supplies;  
Oversees the preparation of estimates, plans and profiles;  
Assists Town administrators, County administrators and Department Heads in planning and developing grant applications.

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

Thorough knowledge of the principles and practices of engineering and the sources of engineering information; thorough knowledge of modern methods and techniques as applied to highway and storm drainage and sanitary sewer construction; good knowledge of the biological processes necessary in the treatment of sludge, composting, and waste water; good knowledge of operation and maintenance procedures of environmental facilities such as sewer and water distribution and disposal systems; good knowledge of basic engineering design principles; good knowledge of basic legal principles of design and construction liability; good knowledge of the elementary principles of hydraulics as related to water distribution systems; good knowledge of the tools, equipment and terminology used in water distribution systems; general knowledge of State and Federal

regulations dealing with waste treatment; ability to read meters and make simple computations; ability to read blue prints; ability to deal effectively and in a cooperative manner with State and Federal regulatory agencies; ability to evaluate design and construction contract performance; ability to analyze and draft basic process designs for environmental facilities; ability to communicate effectively orally and in writing; ability to organize, plan and lay out working details of engineering projects; ability to obtain the cooperation and support of others; skill in conducting engineering research work and in writing technical reports of such studies; ability to understand and carry out oral and written directions; dependability; mechanical aptitude; initiative and resourcefulness in the solution of engineering problems; tact; mental alertness; industry; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil, Sanitary, Public Health, Environmental Engineering, Environmental Science, or closely related field and either:

- (a) Five (5) years of management level experience in the field of civil, structural or environmental engineering; or
- (b) Five (5) years of design construction, or operation of a wastewater and water treatment facility.
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Possession of a New York State Professional Engineer's License and a New York State DEC Class 4A Wastewater Plant Operator's license and a New York State DOH Class 2A Water Plant Operator's license at the time of appointment.

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