



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sewer District

- Job Title:** DEPUTY DIRECTOR OF SEWER DISTRICT
- Salary:** \$106,377 - \$136,858* Mgt Gr 19
(*Based on years of service employed with Saratoga County)
- Work Location:** 1002 Hudson River Road, Mechanicville, NY 12118
- Classification:** Competitive **(This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)**

Job Description

This is an administrative management position responsible for assisting the Executive Director in all aspects of the operation and maintenance of the Wastewater Treatment Plant and collection system. Duties include, but are not limited to, assisting in the direction and review of planning and construction assuming all administrative and engineering responsibilities in the absence of the Executive Director. administering, directing and coordinating the operational activities of the department, performing management functions such as fiscal management, budgeting, program planning, personnel supervision, and program evaluation. Additional responsibilities include providing assistance to the Chief Operator and Maintenance Manager with their duties, program planning and management. An incumbent is responsible for all department financial and statistical planning, monitoring and reporting functions. The work is performed under general supervision from the Executive Director with wide leeway given for the frequent exercise of independent judgment. Supervision is exercised over subordinate staff. Does related work as required.

Minimum Qualifications (at least)

Possession of a Bachelor's Degree in an Engineering discipline with (3) years of experience in civil or sanitary engineering, one (1) year of which required design and/or construction of large-scale sewer lines or treatment plants as a primary concern. Must have successfully completed the Fundamentals of Engineering Exam by NCEES (National Council of Examiners for Engineering and Surveying). NOTE: Possession of a PE will be given favorable consideration

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)



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Typical Work Activities (*Illustrative)

- Coordinates and oversees plant operations, including treatment and disposal activities, in coordination with the Executive Director and Chief Operator;
- Checks and supervises the review of basic studies, construction plans, specifications and estimates;
- Studies materials and methods to be used in sewer construction;
- Investigates and confers on difficult problems arising on construction and design;
- Assists in the annual budget preparation and personnel procedures;
- Reviews proposals and bids for capital projects;
- Supervises sewer engineering, plant and maintenance activities and assists in a variety of administrative functions;
- In absence of Executive Director, authorizes expenditures for emergency repairs to maintain system, authorizes payroll, payroll certifications, payment vouchers, executive warrants, reports to the State and Regulatory agencies;
- Represents the Director at Board Sewer Commission meetings as well as County legislative committee meetings as needed;
- Serves as liaison with, and directs activities of, consultants to the Commission members;
- Assists in preparation of news and media releases;
- Maintains necessary administrative records and reports;
- Performs other relative duties as needed.

**Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan
- This Position is being filled on a **provisional** basis pending the results of a civil service exam to be given at a later date

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted until the vacancy has been filled

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.