

DIRECTOR, SOUTH & CENTER CHAUTAUQUA LAKE SEWER DISTRICTS

CHAUTAUQUA COUNTY

SALARY RANGE: \$91,102.00 – \$146,944.00/YEAR + BENEFITS

The Chautauqua County's South and Center Chautauqua Lake Sewer District is seeking a qualified applicant to fill one (1) Director, South & Center Chautauqua Lake Sewer District position. This position is full-time at 40 hours per week. This is an important managerial position responsible for all administrative and technical aspects of the South & Center Chautauqua Lake Sewer Districts' gravity, pressure and vacuum sewer collection, transmission, laboratory and treatment facilities. Supervision is exercised over the work of all staff of the Districts. General and administrative direction is received from the Sewer Districts Board. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Has responsibility for the establishment and operation of wastewater collection, transmission and treatment facilities and other systems under the jurisdiction of the South & Center Chautauqua Lake Sewer Districts;
- Supervises the maintenance and repair of sewer collection lines, treatment facilities and associated structures;
- Makes recommendations to the Districts regarding capital improvements to facilities, operating methods, needs for materials, equipment and personnel;
- Provides monitoring and general supervision of repair and replacement of facility machinery and/or treatment units;
- Makes ordinary and necessary inspections of all treatment infrastructure;
- Provides monitoring and general supervision of operation of treatment facility to assure the most cost-effective use of supplies and manpower;
- Prepares, administers and regularly updates a Strategic Plan to meet the needs of the community and customers served by the Districts;
- Interacts with Administrative Board, public officials, engineers, contractors, attorneys, realtors, developers, public utilities, customers and regulatory agencies on matters concerning wastewater services in the district;
- Develops and recommends to the Districts and administers specific changes to existing policies and guidelines to conform to community needs, changing legislation or decisions by regulating agencies;
- Acts as representative for the Districts' facilities in its dealings with regulatory agencies, private businesses and the public;
- Shall be responsible for the complete operation and maintenance of facilities in accordance with contracts made by the Districts;
- Maintains records and reviews and approves all laboratory and plant operational reports required by Administrative Board, state and federal regulatory agencies;
- Requisitions materials, maintains inventory of chemicals, supplies and equipment as required, executes routine Agreements of Service;
- Authorizes industrial wastewater surveys as required and insures that all required analytical tests associated with the treatment process are performed and meet required standards;
- Recommends appointment of needed staff and exercises supervision over supervisors in all areas and their personnel;
- Assures that all staff are properly trained and fulfill the requirements of their position;
- Prepares estimated operating and capital budgets, prepares revenue projections, certifies payrolls and supervises the operational financial record keeping;
- Prepares periodic financial and activity reports of Districts' operations.

This position is being filled as a provisional appointment from approved applications received. An incumbent in this position, will be required to take a competitive civil services examination to be scheduled at a later date.

Chautauqua County offers a comprehensive benefits package which includes:

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| - Health Insurance (including Dental & Vision plan) | - 13 Paid Holidays |
| - Health Savings Account (partially funded by the County) | - Vacation & Sick Time |
| - Personal Days | |
| - NYSLERS Pension | - NYS Deferred Compensation |
| - Eligible for Federal Public Service Loan Forgiveness | - Wellness Program |

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Business Administration, Biology, Chemistry, Sanitary Engineering, Civil Engineering, Chemical Engineering, Electrical Engineering, Environmental Engineering, Mechanical Engineering, or a closely related field **PLUS** four (4) years of progressively responsible administrative/supervisory experience in a wastewater utility.