

Jurisdictional Class: Competitive

Adopted: December 19, 2023

## **ASSISTANT ENVIRONMENTAL MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves assisting in the oversight of operations and maintenance of a municipality's water and wastewater treatment facilities. The incumbent also involves responsibility for oversight of the facility's laboratory. Duties are performed under supervision of the Environmental Manager with leeway allowed for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. The incumbent has the authority to act for and on behalf of the Environmental Manager in their absence. Supervision is exercised over the work of subordinate personnel and/or contractors. The incumbent does related work as required.

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

Oversees the safe and efficient operation and maintenance of the Water Resource Recovery Facility and other environmental facilities and assets;

Ensures the regulatory compliance of the Water Resource Recovery Facility and other environmental facilities and assets;

Oversees the management, operation, and certification of the facility laboratory;

Assists with the performance of chemical and bacteriological examinations of sewage and industrial wastes;

Assists with the performance of physical, biochemical, organic, and inorganic chemical test procedures;

May train subordinate laboratory personnel in various testing procedures;

Contracts for and procures chemical supplies, professional services, construction projects, and repairs;

Assists the Environmental Manager with capital planning, asset management, and orchestration of major facility repairs, upgrades, and modifications;

Assists the Environmental Manager with creation and administration of facility budget and finances;

Prepares and maintains a wide variety of records and reports.

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

Good knowledge of the biological processes necessary in the treatment of water and waste water;

Good knowledge of operation and maintenance procedures of modern wastewater treatment plants, industrial, and environmental facilities;

General knowledge of State and Federal regulations dealing with waste treatment;

Good knowledge of the principles of analytic chemistry and bacteriology related to the examination of water, sewage, industrial wastes, and other materials;

Ability to complete routine laboratory and field tests for control of plant operation;

Ability to plan and supervise the work of others;

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;

Sound judgment.

## Assistant Environmental Manager

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in science, engineering, industrial facility management, or a related field, and five (5) years of experience working at a water and/or wastewater treatment plant, one (1) year of which shall have been in a supervisory capacity.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. 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.