

Civil Service Law, Section 22: Certification for positions. Before any new position in the service of a civil division shall be created or any existing position in such service shall be reclassified, the proposal therefore, including a statement of the duties of the position, shall be referred to the municipal commission having jurisdiction and such commission shall furnish a certificate stating the appropriate civil service title for the proposed position or the position to be reclassified. Any such new position shall be created or any such existing position reclassified only with the title approved and certified by the commission. Effective 1978

New Position Duties Statement

Department head or other authority requesting the creation of a new position, prepare a separate description for each new position to be created except that one description may cover two or more identical positions in the same organizational unit.
Forward one typed copy to this Commission.

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|------------------------------|--|-------------------------------------|
| 1. Department
WCSD | Bureau, Division, Unit or Section | Location of Position
WCSD |
|------------------------------|--|-------------------------------------|
- 2. Description of Duties:** Describe the work in sufficient detail to give a clear word picture of the job. Use a separate paragraph for each kind of work and describe the more important or time-consuming duties first. In the left column, estimate how the total working time is divided.

Job Title:
Deputy Director, Washington County Sewer District

Percent of Work Time

Job Duty
Please see attached job description.

(Attach additional sheets if more space is needed)

3. Names and Titles of Persons Supervising this position (General, Direct, Administrative, etc.)

Name	Title	Type of Supervision
Jason Denno	Executive Director	Direct

4. Names and Titles of Persons Supervised by Employee in this position

Name	Title	Type of Supervision
All WCSD Staff		

5. Names and Titles of Persons doing substantially the same kind and level of work as will be done by the incumbent of this new position

Name	Title	Location of Position
Jason Denno	Executive Director	WCSD

6. What minimum qualifications do you think should be required for this position? See attached job description

Education: High School _____ Years
 College 2 Years, with specialization in _____
 College _____ Years, with specialization in _____

Experience: (list amount and type) See attached job spec

Essential knowledges, skills and abilities: See attached job spec

Type of license or certificate required:

7. The above statements are accurate and complete.

Date: 11/22/21 Title: Executive Director

Signature: *Jason C. Denno*

Certificate of Civil Service Commission

8. In accordance with the provisions of Civil Service Law Section 22, the _____ Civil Service Commission certifies that the appropriate civil service title for the position described is:

Title: Deputy Director Washington County Sewer District

Jurisdictional Classification: Competitive (pending classification)

Date: 11/22/21 Signature: *Danelle Lalama*

Action by Legislative Body or Other Approving Authority

9. Creation of described position

Approved
 Disapproved

Date: _____ Signature: _____

DEPUTY DIRECTOR, WASHINGTON COUNTY SEWER DISTRICT

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position provides administrative and technical assistance to the Executive Director, Washington County Sewer District #1 & #2. The incumbent provides advice and counsel to clientele and assists in the supervision and hiring of all personnel at Sewer District facilities. He/she will exercise independent judgment in areas of roles and responsibilities and acts as Executive Director in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Interfaces with local, state, federal officials in all sewer district matters, including planning, permitting, legal, design, contracts (terms and conditions) construction, and financing:

Assists with grant applications preparation by coordinating resolutions, budgets, executed professional service agreements, MWBE/SDVOB compliance, regulatory approvals, including permits;

Assists in the development and implementation of the annual sewer district budget and manages its administrations;

May review vouchers submitted to the Board for reimbursement and recommends payments;

May attend meetings and conferences to assist in formulating policy;

Assists in public relations activities and may help resolve customers and clients grievances;

Assists in solicitation of competitive bids on construction projects for various phases of the system;

May assist legal counsel in developing contracts and sewer use ordinances for the district and ensures compliance;

May assist local communities in water pollution control matters, such as the creation of collection districts and coordinates construction with municipalities and public utilities;

May make personal inspections of construction in progress and other activities to expedite completion;

May assist in developing standard operating procedure manual for engineering, operations, maintenance, personnel, safety, purchasing, etc.;

Follows local state and federal laws, rules, and regulations;

Assists in the management of the operation and maintenance of the waste and treatment facility as well as the collections system;

Assists in the preparation of a wide variety of records and reports.

DEPUTY DIRECTOR, WASHINGTON COUNTY SEWER DISTRICT

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS:

Good knowledge of the principles, practices, and equipment and safety precautions involved in the construction and maintenance of a sewer collection and interceptor system;

Good knowledge of the principles of hydraulics as they relate to sewage collection systems;

Good knowledge of report preparation, budget preparation, and expenditure control;

Good knowledge of local government structure and interagency relationships;

Ability to plan, assign, and review the work of others;

Ability to understand and carry out complex oral and written instructions;

Ability to deal effectively with the public, public officials, and the media;

Ability to work from plans and blueprints;

Good judgment and resourcefulness in solving complex administrative problems;

Dependability.

MINIMUM QUALIFICATIONS:

(a) Graduation from a regionally accredited or New York State registered four-year college or university with a bachelor's degree in civil engineering, environmental engineering or related technical degree; OR

(b) Graduation from a regionally accredited or New York State registered college with an associate degree in construction, engineering, or related technical degree and two (2) years of engineering and/or operations experience in the field of water pollution construction, wastewater and/or sewer engineering.