

DIRECTOR OF ENGINEERING (EHS)

DISTINGUISHING FEATURES OF THE CLASS: This is engineering work of a complex nature in the Environmental Health Services (EHS) program. Duties include responsibility for one or more state-mandated programs, such as Water Quality and Water Pollution Control, Public Water Supply, Land Development, in addition to acting in place of the Public Health Director during his/her absence. The incumbent plans, coordinates and directs the operation of the program(s) under his or her supervision. Additional responsibilities include establishing priorities, setting program objectives, preparing statistical and financial reports, supervision and monitoring program enforcement of local and state regulatory provisions and overseeing and participating in special projects and environmental studies. The incumbent oversees the installation of sewers and sewage disposal systems; inspection of wastewater treatment facilities; inspection of water supplies; and plan approval of swimming pools. The incumbent's primary objective is to protect the environment, ensure quality of air and water, and control pollution. The Director of Engineering (EHS) takes the lead in engineering programs with responsibility for the administrative supervision of the unit. General direction is received from the Public Health Director. Direct supervision is exercised over the work of others. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Directs and coordinates the activities of the department in an assigned area;

Oversees and monitors the daily activities of one or more environmental programs (i.e., Water Quality Program, Public Water Supply, Swimming Pool Plans, Realty Subdivision and Land Development) to ensure compliance with State and Local mandates;

Plans, directs and supervises the work of senior and assistant engineers, sanitarians and other environmental health personnel to ensure that provisions of NYS Public Health Law, NYS Sanitary Code, NYS Environmental Conservation Law and various local regulations are enforced;

Directs and reviews plans and specifications for water and wastewater treatment plants; the installation of sewers and sewage disposal systems; inspections of water and wastewater treatment facilities; public water supplies; permitting bathing beaches and swimming pools to ensure compliance with regulatory standards;

Directs the investigation and resolution of complaints relating to oil spills, gasoline leaks, toxic/hazardous accidents and sewage over-flows to ascertain air and water quality impact and respond in a timely manner;

Establishes program priorities, allocates staffing resources and motivates staff to perform activities efficiently and effectively to meet program objectives;

Reviews daily activity reports, project plans and specifications to ensure project completion commitments and established standards are met;

Prepares program budget, annual state aid applications and statistical and management studies;

Counsels with key staff members on policy and procedural matters or on

specific problems which are unusual or complex;
Handles difficult complaints and requests for information;
Identifies violations and parties in non-compliance with laws and regulations, recommends legal action and provides expert testimony as needed;
Confers with engineers, architects, attorneys, government agencies, interest groups and various parties regarding standards, hazards and project issues;
Trains and evaluates staff, coordinates and approves leave time and schedules and reviews daily staff activities;
Attends and participates in conferences;
Performs a variety of related activities as required.

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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the policies, principles, techniques, practices of public health and administration for environmental engineering programs; thorough knowledge of the Public Health Law, Environmental Conservation Law and State Sanitary Code; good knowledge of supervisory and training techniques; ability to plan, develop, direct and administer environmental engineering programs and to project and integrate these into division programs; ability to supervise and evaluate the work of others; ability to prepare technical reports and correspondence; ability to deal with the public and officials; ability to develop and maintain good working relationships; tact; initiative; sound professional judgment.

MINIMUM QUALIFICATIONS:

- a) Masters degree in Public Health Engineering, Sanitary Engineering, Environmental Engineering, Chemical Engineering, or Civil Engineering and five (5) years of progressively responsible experience in sanitary or public health engineering work, three (3) years of which shall have included supervisory experience; or
- b) Bachelors degree in Public Health Engineering, Sanitary Engineering, Environmental Engineering, Chemical Engineering, or Civil Engineering and seven (7) years of progressively responsible experience in sanitary or public health engineering work, four (4) years of which shall have including supervisory experience; or
- c) An equivalent combination of training and experience as defined in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. At time of appointment, the candidate must possess a Professional Engineer license insured by New York State.
2. Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.