

SEPTIC REPAIR PROGRAM PROJECTS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work of a moderate scope, involving coordination of the investigation, inspection, and evaluation of homeowner onsite wastewater/septic treatment systems (OWTS) and stormwater management in the County watershed areas designated as part of the Putnam County Septic Repair Program. This water quality protection program educates, supports, and assists homeowners in protected watershed areas to ensure maintenance of homeowner septic systems, and repair or replacement of failing septic systems. Responsibilities include administration and contracting of projects relative to repair and/or improvement of onsite wastewater/septic treatment systems (OWTS) as well as problem-solving related issues that impact such systems, e.g. nearby sewers, storm drains, water mains and/or structures. All design, planning, and construction work and policy decisions are subject to approval by the Watershed Information Coordinator, licensed professional engineers directing such work, and Health and Environmental Conservation Departments on the local and state levels. Work is performed under general supervision, requiring significant exercise of independent judgment in carrying out details of the work. Supervision over the work of others is not typically a responsibility of employees in this class. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Inspects onsite wastewater/septic treatment systems (OWTS) to investigate complaints, identify problems, and evaluate construction performance;
Identifies wastewater/septic code infractions and violations and refers them for appropriate enforcement action;
Conducts routine onsite tests related to wastewater/septic treatment systems;
Assists in the approval process relative to designs for repair and/or improvement construction of onsite wastewater/septic treatment systems (OWTS) in the Septic Repair Program area;
Assists in the review of bids and/or Requests For Proposals, including development of project specifications and details of plans, final proposal requests, bid awards and payment process;
Meets with septic system contractors before the installation of new septic systems and issues directions for proper installation/construction;
Oversees improvement and construction projects, including meeting with project personnel, review of plans, estimates and specifications, correspondence, contractor compliance with contract provisions and specifications, coordination of work schedules, site visits, inspection of work-in-progress to ensure compliance with plan & design criteria, etc.;

Makes routine and follow-up onsite inspections of wastewater/septic treatment systems;
Maintains project and progress data and produces reports for the Septic Repair Program records as well as for regulatory agencies, as required;
Confers with engineers and contractors on a variety of engineering and technical problems;
Assists with administration of Septic Repair Program application process, including assisting the public, application reviews, site inspections, evaluations, repair process, etc.;

Interviews property owners to obtain information and provide guidance regarding repair and maintenance of wastewater/septic treatment systems;
Provides technical advice, assistance and technological education about onsite wastewater/septic systems to the public, local government officials, engineers and contractors, as needed;
Provides information to the public & provides training to clients regarding onsite wastewater/septic technologies, policies and regulations;

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Prepares and conducts educational presentations about onsite wastewater/septic systems, and about the ongoing development of the Septic Repair Program, as needed;
Responds to inquiries and complaints from Septic Repair Program area residents, as necessary;
Maintains records and completes inspection reports;
Performs related clerical and reporting work, as needed;
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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of mainstream and alternative technologies, methods, systems and techniques relative to homeowner onsite wastewater/septic treatment systems (OWTS); good knowledge of the principles of civil engineering and the sources of engineering information; good knowledge of methods and techniques as applied to the design, construction and maintenance of public works, such as water mains, sanitary sewers, storm drains, etc.; good knowledge of building construction and maintenance; good knowledge of construction and project management; good knowledge of local building code requirements including plumbing and electric; good knowledge of state and local health department requirements relative to homeowner onsite wastewater/septic treatment systems (OWTS); good knowledge of state and local environmental regulations relative to water quality protection; good knowledge of emergency practices and procedures for possible hazardous materials and spills at homeowner onsite wastewater/septic treatment systems (OWTS) repair sites; good knowledge of administrative principles and practices that apply to local government; ability to initiate and develop studies and investigations and to prepare reports; ability to plan and oversee the work of others; ability to establish and maintain effective working relationships; initiative; resourcefulness in the solution of engineering problems.

MINIMUM QUALIFICATIONS: Either

- a) Bachelors Degree in physical and/or applied sciences and six (6) years experience in the construction field which shall have included septic system construction; or
- b) Bachelors Degree in construction management or a closely related field, which shall have included a minimum of twelve (12) semester hours in the physical or biological sciences, and eight (8) years experience in the construction field which shall have included septic system construction; or
- c) Associates Degree and ten (10) years experience in the construction field which shall have included septic system construction; or
- d) An equivalent combination of training and experience as described in a), b) and c) 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.

SUBSTITUTION NOTE: A Masters Degree in civil engineering may be substituted for up to two (2) years of the required work experience as described above.

SPECIAL REQUIREMENT:

Completion of appropriate courses (as determined by the Commissioner of Health) in the SUNY Delhi/NYS Onsite Wastewater Treatment Training Network (OTN) Program within one (1) year of appointment.