

Notice of Job Opening

Position:

Assistant Operations Manager

Applicants must meet the requirements outlined in the enclosed job description.

PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

Department:

Water & Water Supply

Vacancies to be filled:

2

Rate of Pay:\$71,620 - 101,230 Annually
Commensurate with qualifications and experience**Schedule:**

Monday – Friday; 7:00 a.m. – 3:00 p.m.

Application Deadline:

Until Filled

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Preference:

YES

Preference in hiring is given to qualified City of Albany residents. All candidates must reside in the following counties at the time of appointment and throughout their employment. Proof of residency will be required at time of appointment.

- Albany County
- Rensselaer County
- Schenectady County
- Saratoga County
- Greene County
- Columbia County
- Schoharie County

ASSISTANT OPERATIONS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Performs a variety of supervisory, administrative, technical tasks and related activities for the construction, maintenance, operation, repair, and replacement of City's water and sewer systems and related facilities. Works under the direction and reports to the Operations Manager. Exercises direct supervision over the Department's Foremen.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises foremen with the management of daily operations directing and performing activities in the construction, maintenance, operation, repair, and replacement of the City water and sewer system and related facilities;
- Reviews applications and approves permits associated with new/replacement connections to public water and/or sewer system;
- Evaluates and implements corrective actions as necessary to ensure conduct and performance of blue collar personnel conform to all City and Departmental rules, regulations and policies;
- Completes evaluations of blue collar personnel in accordance with Departmental policies;
- Reviews and recommends discipline of subordinate personnel while communicating and maintaining a positive professional relationship with all employees on any issue that may occur;
- Participates as an administrative representative of the Department in negotiations for blue collar union contract;
- Participates in interviews for potential new hires and promotional positions;
- Responsible for the training and implementation of all Department and OSHA safety regulations;
- Attends trainings, conferences and other meetings to keep abreast of current trends in the field;
- Assists in response to department legal issues while working with the legal counsel;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of leak detection, pipe locating and related diagnostic equipment;
- Comprehensive knowledge of personal computers and office equipment;
- Comprehensive knowledge of software applications relating to facilities and personnel management;
- Ability to supervise and coordinate the work of others;
- Ability to understand and follow complex oral and written directions;
- Ability to prepare a variety of reports;
- Good judgment;
- Reliability;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and seven (7) years of full-time, paid experience in the operation, maintenance and management of a municipal utility with three (3) years of which shall have included supervision.

SPECIAL NOTE:

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- May require the incumbent to be on call 24/7 for all Department needs and emergencies in the absence of the Operations Manager;
- May require the ability to work Saturdays, Sundays, and holidays; and ability to work shift assignments during the day, evening and nights.

PROMOTIONAL COMPONENT:

Must have been a Water Maintenance Foreman in the Department of Water and Water Supply for at least two (2) years immediately preceding application for position.