SPECIAL PROJECTS MANAGER
(Water)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Water Department Commissioner, the incumbent manages the Sewer and Water Capital projects, and performs administrative duties related to the planning, financing and administration of the Capital projects. Unique to this position is the ability to assist the Commissioner with new projects undertaken by the City to ensure the safe, efficient and effective water supply to the citizens of the City. The daily activities of this position will change as various projects and guidelines in water administration and delivery change. In addition, the incumbent represents the City at meetings and hearings before national, state and local groups and agencies, and promulgates cooperation to ensure mutual assistance in cases of emergency.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Manages and allocates funds from the annual Water Board sewer and water capital programs;
- Assesses sewer maintenance projects and needs, and coordinates with the Department of General Services to facilitate proper implementation of repairs;
- Assists the Commissioner with environmental projects; (i.e.) Loudonville UV project: works closely with the engineering consultant and contractors in the planning, design and construction of this $20 million project; EPA Patroon Creek project: works closely with the partners of the City in the development of kiosks along the creek and informational materials to be available for the public;
- Coordinates maintenance and repairs with vendors, departments and agencies;
- Approves emergency expenditures for sewer repairs;
- Assists in updating the “Sewer Atlas” by providing maps and sewer information to engineering consultants;
- Coordinates with supervisors and security officers at the filtration plant and reservoirs to ensure security measures are being met (i.e. sufficient staffing; electronic camera and gate operations, etc.);
- Assists subordinate staff in the updating of office procedures and policies pertinent to the Water Department;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of water and water supply principles;
- Thorough knowledge of water facility management, operation and staffing;
- Good knowledge of creating and maintaining working relationships between municipalities, agencies and vendors;
- Good knowledge of personal computers and office equipment;
- Ability to think analytically for problem resolution;
- Ability to lay out, plan and direct the work of others;
- Ability to communicate effectively and efficiently both orally and in writing;
- Ability to prepare and present effective written and oral reports;
- Tact and courtesy;
- Resourcefulness;
- Good judgement;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college with an Associate’s degree and five (5) years of paid fulltime experience in municipal water systems operation; OR

B) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of paid fulltime experience in municipal water systems operation; OR

C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.