

**The City of Troy is seeking applications for the position of:**

**Assistant Operations Manager (Water Plant)**

**The salary for this UPSEU position to commensurate with education and experience**

**Distinguishing Features of the Class:**

This position involves responsibility for assisting the Superintendent of Public Utilities in the administration of the Department of Public Utilities and provides the department with technical expertise. An employee in this class supervises the day-to-day operations of the various bureaus of the Department of Public Utilities as directed by the Superintendent of Public Utilities. The work is performed under the general direction of the Superintendent of Public Utilities, with significant leeway for the use of independent judgment in carrying out the details of the work. Supervision is exercised over the Supervising Water Plant Operator, the Water Plant Maintenance Supervisor and the Water Laboratory Director as directed. Does related work as required.

**Typical Work Activities:** (illustrative only)

- Assists the Superintendent of Public Utilities in the administration of the department and provides the department with technical expertise;
- Assumes day-to-day supervisory duties of the department in the absence of the Superintendent of Public Utilities;
- Supervises day-to-day operations of the various Bureaus of the Department of Public Utilities as directed;
- Interacts with local and state regulatory agencies and establishes criteria in conjunction with their guidelines and concerns relating to water, sewer and safety problems and solutions of these problems;
- Assists the Superintendent of Public Utilities in maintaining compliance with all federal, state and local regulations;
- Assists in the implementation of special projects;
- Assists in the formulation and development of standards, specifications and rules and regulations for the department;
- Assists in modernizing and updating the water treatment systems and relative assets;
- Assists in assessing customer's needs and assists in improving customer service and relations, and in establishing such programs;
- Assists in producing design drawings, cost estimates and specification;
- Works with department personnel in development of mapping and GIS systems.

**Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

Good knowledge of the principles related to the operation and maintenance of water supply and a sewage system; working knowledge of construction specifications, plans, codes, rules and regulations relating to water works and sewage systems; ability to supervise and inspect work on projects; ability to make involved computations; ability to prepare records and write concise technical reports; working knowledge of management techniques; ability to supervise in a manner conducive to full performance and

maintaining high morale; a knowledge of budgeting and finance; a knowledge of general safety principles and practices; mechanical aptitude; physical condition commensurate with the demands of the position.

**Minimum Qualifications:**

Graduation from an accredited or New York State registered college or university with a Bachelor's Degree in Management, Finance, Chemistry, Biology, Biochemistry, Microbiology or Civil, Environmental, Chemical or Sanitary Engineering and at least two (2) years of supervisory experience.

**Special Requirements:**

The incumbent must obtain a New York State Department of Health, Grade 1-A Operator's certificate within three (3) years from date of appointment.

The incumbent must possess and maintain a NYS Driver's License throughout duration of employment in the title.

*The selected qualified candidate will be required to take an exam administered by the NYS Dept. of Civil Service and become reachable on the resulting eligible list to secure permanent status in the title. If not a Troy resident, the successful candidate will have ninety (90) days to move into the City and maintain residency.*

*The City of Troy is an Affirmative Action / Equal Employment Opportunity employer. Hiring and promotion decisions in the City service are based solely upon qualifications and ability, and the City does not discriminate on any other basis. Minorities are encouraged to apply.*

**Please forward Employment Application demonstrating that you meet the minimum qualifications of the position by**

**August 9, 2018**

**to:**

**City of Troy Personnel/Civil Service Office**

**433 River Street**

**Troy, NY 12180**

**Email: [employmentopportunities@troyny.gov](mailto:employmentopportunities@troyny.gov)**

**Fax: 518-268-1686**