

The Town of Colonie Department of Public Works is seeking qualified candidates for the position of Sewer District Superintendent to lead its Pure Waters (sanitary sewer) division through an unprecedented period of growth and reinvestment.

The Town of Colonie is referred to as the “Crossroads of the Capital District” and is regularly voted “Best Suburb” in the area. The Town has over 85,000 residents and spans fifty-seven (57) miles of historic neighborhoods, suburban developments and farm-land. Located between the capital city of Albany, Schenectady, and Troy, the Town of Colonie hosts award-winning schools, a variety of housing opportunities, the best shopping and restaurants in the region, an extensive parks system, an outstanding library, and ready access to highway, rail, and air transportation, including the Albany International Airport. It’s an easy drive to New York City, Boston and Montreal. The Town is in close proximity to the Saratoga Race Track, the Saratoga Performing Arts Center, Lake George and Tanglewood. There is easy access to skiing, snowmobiling, boating, and golf. In the Town of Colonie, you can enjoy the arts, culture, and nightlife of a thriving community and the world class natural beauty of the Mohawk and Hudson Rivers and nearby Adirondack Park, all in one of the safest towns in the United States.

Reporting directly to the Commissioner of Public Works, the Sewer District Superintendent is responsible for overseeing all capital and operating aspects of a major public utility for one of the largest townships in New York State. The Sewer District Superintendent develops budgets, procedures, and programs to ensure protection of public health and the environment while exercising judgement to assure the most efficient and economical use of division assets. Responsibilities include a \$12M annual budget, 400 miles of collection mains, 30 pumping stations, a 6.0MGD activated sludge wastewater treatment plant and a staff of 33 engineers, technicians, operators, maintenance workers, and administrative staff.

Candidates for the position of Sewer District Superintendent must possess a Bachelor of Science degree in Civil, Sanitary, Environmental or Chemical Engineering and have at least six (6) years of experience in wastewater collection, treatment and disposal or in water treatment/disposal at least two (2) years of which must have been in a responsible supervisory or administrative capacity in a similarly sized water or wastewater utility. The successful candidate will have outstanding project / personnel management, organizational, and communication skills. Experience with managing a large, complex, water utility during periods of planning, design, construction, operations, and rehabilitation is a must. Proficiency in developing, presenting, and managing multimillion-dollar capital and operating budgets is required.

The selected candidate must pass a competitive examination and be reachable for appointment from the resulting eligible list. The position offers a generous benefit package including health insurance, dental/vision insurance, vacation and sick leave benefits, a defined-benefit retirement plan, and a deferred compensation plan. Salary range of \$95,359 - \$105,955.

For a complete job description and details regarding the position, please visit our website at www.colonie.org/departments/civilservice/. Candidates interested in joining our team who

possess the minimum qualifications are encouraged to apply. Applicants should submit a resume with their application.

At the Town of Colonie, we are committed to our customers, to the environment, and to our community!

SEWER DISTRICT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Duties involve the overall responsibility for the planning, directing and supervising all operations of the Town Sewer District. The position is under the administrative supervision of the Commissioner of Public Works with considerable latitude for the exercise of independent judgement in formulating Division procedures, and with planning and directing of Division operations. Position involves negotiation of contracts with engineers, architects, contractors, etc. for the evaluation, expansion, rehabilitation and repair of the sanitary sewer infrastructure and wastewater treatment plant. Participates in negotiations for intermunicipal agreement contracts and administers labor contracts with Town bargaining units. Superintendent makes recommendations to the Commissioner and Town Board concerning infrastructure and treatment plant improvements and rehabilitation. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES:

Directs the overall administration of the Town's Sanitary Sewer District to assure the most efficient and economical use of personnel, equipment and supplies;

Plans, assigns, and coordinates the activities of District personnel in executing the duties and responsibilities of the District;

Develops master plans for major equipment purchases, infrastructure and treatment plant improvements, expansion and rehabilitation;

Directs the construction, rehabilitation and repair of sanitary sewer infrastructure, pump stations and wastewater treatment facilities;

Responsible for compliance with local, state and federal laws, regulations, permits and ordinances pertaining to wastewater collection, treatment and disposal;

Prepares the annual budget for the District and approves expenditures of funds;

Responsible for the management of the District's safety programs;

Administers provisions set forth by labor contracts with Town bargaining units;

Negotiates contracts with engineers, architects, contractors, etc. for evaluation, expansion, rehabilitation and repair of the sanitary sewer collections system, pumping stations, and wastewater treatment plant;

Interacts with Town, County, State and Federal officials and agencies to maintain cooperative relationships;

Meets with design professionals and developers regarding project sanitary sewer issues;

Directs the review of commercial and residential subdivision proposals requiring extension of the Town public sanitary sewer system and parcels requiring connection to the Town public sanitary sewer system;

Evaluates requests from commercial and industrial facilities concerning wastewater discharge to the Town sewer system and assesses their impact on collection system infrastructure and wastewater treatment facilities;

Directs the management of the wastewater collection system asset inventory and preventative maintenance programs as they relate to the Town's Geographic Information System (GIS);

Directs the investigation of complaints and damage claims concerning the Town's sanitary sewer system and makes recommendation for denial or acceptance of the claim to the Town Attorney; maintains good customer relations;

Recommends Division organizational changes to the Commissioner of Pubic Works and Town Board.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIEIS AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of design and operation of wastewater collection, treatment and disposal systems; thorough knowledge of wastewater treatment plant physical, biological, and chemical processes; thorough knowledge of modern management principles and practices, including cost-benefit analysis; thorough knowledge of management techniques as they apply to labor relations and contract negotiation and administration; thorough knowledge of the methods, tools, equipment and terminology

Continued-

used in wastewater collection, treatment and disposal systems; thorough knowledge of department budget preparation and administration; ability to read construction drawings contracts; ability to plan and supervise the work of others; ability to prepare detailed written reports and make oral presentations; ability to analyze sewer use charges and make projections, physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Civil, Sanitary, Environmental or Chemical Engineering; AND six (6) years of experience in wastewater collection, treatment and disposal or in water treatment/distribution with at least two (2) years of which must have been in a responsible supervisory or administrative capacity.

Town of Colonie
Personnel Officer
Amended 6/15/00
Amended 3/9/22