

<b>MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:</b>  Jun 2005	<b>CLASS TITLE:</b> DEPUTY DIRECTOR, SANITARY ENGINEERING	<b>CODE:</b> 54569
	<b>MAJOR AGENCIES:</b> BCC	<b>PAGE</b> <u>1</u> <b>OF</b> <u>3</u>

**CLASS CONCEPT:** Management level in Sanitary Engineering occupation under general management guidance of the Director of Sanitary Engineering requiring extensive knowledge of management principles, sanitary engineering, civil engineering, environmental laws, sanitary engineering operations and the technical principles involved in order to act as Deputy Director and provide general management direction to and coordination of the various divisions of the Sanitary Engineering Department and to supervise the Environmental Laboratory Manager, Field Operations Superintendent, Maintenance Superintendent, Water Reclamation Superintendent, Superintendent of Engineering Services and assigned support staff. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	As Deputy Director assists the director in administration of the department, provides general management direction to the superintendents of water reclamation, field operations (wastewater collection and water supply and distribution), maintenance, Environmental Laboratory Manager and engineering services divisions to implement county and department policies, objectives and priorities, assists in the department's management planning process, leads division managers in the development and implementation of detailed objectives and work plans to effect such planning, directs the preparation of the department's annual and long-term budgets and recommends the acquisition of appropriate resources and personnel, coordinates the cooperation of the divisions in the preparation of annual and long-term capital improvement programs and the review of construction plans, coordinates the development and implementation of operation and maintenance manuals, preventive maintenance programs, supervises the managers of the Environmental Laboratory, Water Reclamation, Field Operations, Engineering Services and Maintenance Services.	<u>Knowledge of</u> (registered professional engineer per ORC Chapter 4733), (registration in the State of Ohio), 1 (budgeting), 4 (accounting), 5 (management), 7 (human resources planning), 8 (employee training and development), 9a (supervision--functional), 9b (supervision--direct), 11a (public relations), 14 (Montgomery County government structure and process), 15 (counseling), 17 (business), 18 (engineering--civil, sanitary), 23 (law--applicable regulatory requirements), (State and Federal EPA rules, regulations standards & other applicable laws), (laws pertaining to sanitary engineering treatment plants and sanitary sewer operation, wastewater treatment, water supply and distribution); <u>Skill in</u> 29 (equipment operation--process equipment operation); <u>Ability to</u> 30h (apply principles to solve practical, everyday problems), 30k (understand practical field of study (e.g., engineering, business administration), 30l (define problems, collect data, establish facts & draw valid conclusions), 30m (interpret extensive variety of technical material in books, journals & manuals), 30n (deal with some abstract but mostly concrete variables), 30o (understand somewhat abstract field of study (e.g., physics, chemistry, math), 30p (deal with non-verbal symbols in formulas, equations or graphs), 30r (deal with many variables & determine specific action (e.g., research, production), 31f (use geometry & trigonometry), 31g (use statistical analysis), 32o (prepare meaningful, concise & accurate reports), 32p (proofread technical materials, recognize errors & make corrections),

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: (Including License, If Any)  
 Eight (8) yrs. experience in operating wastewater treatment, wastewater collection and water supply and distribution systems including 5 yrs. as an operations supervisor- **OR** - 4 yrs. management experience as a registered professional engineer in wastewater treatment and collection systems and water supply and distribution

TRAINING & DEVELOPMENT:  
 Must obtain Ohio Class III Wastewater Treatment Plant Operator's License and Class II Water Distribution

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2	Directs the management of the daily operation and maintenance of multiple wastewater treatment plants including two (2) major regional facilities (e.g., monitoring of the operations of a private contractor, negotiating satisfactory discharge permits and obtaining compliance with such permits), directs management of the industrial waste control program including the issuance and enforcement of discharge permits, directs management of the daily operation and maintenance of the county's wastewater collection system consisting of approximately 1200 miles of sanitary sewers and 30 sewage pumping stations (e.g., program to eliminate flooded basements, meet regulatory agency requirements and resolve customer problems and complaints), directs the management of the daily operation and maintenance of the county's water supply and water distribution system including approximately 1200 miles of water	32q (use proper research methods in gathering data), 32t (write instructions & specifications concerning proper use of machinery), 32u (develop complex reports & position papers), 34f (handle sensitive inquiries from & contacts with officials & general public), 34g (establish friendly atmosphere as division or large section chief), 34i (resolve complaints from angry citizens and government officials), 35b (demonstrate agility (to move whole body quickly & easily), (read & understand engineering drawing, specifications & related technical material).  <u>Knowledge of</u> (registered professional engineer per ORC Chapter 4733), (registration in the State of Ohio), 1, 4, 5, 7, 8, 9a, 9b, 10, 11a, 14, 15, 17, 18, 23; <u>Skill in</u> 29; <u>Ability to</u> 30h, 30k, 30l, 30m, 30n, 30o, 30p, 30r, 31f, 31g, 32o, 32p, 32q, 32t, 32u, 34f, 34g, 34i, 35b.  (*Developed After Employment)

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)  systems operation. Must be able to provide own transportation.  - <b>OR - alternative, equivalent evidence of the Minimum Class Requirements.</b>	<b>TRAINING &amp; DEVELOPMENT:</b>  Operator's License within 3 yrs. of date of hire. Must maintain licensure.
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	<p>mains, 11 water pumping stations and 13 water storage facilities (e.g., monitoring and coordinating the water quantity and quality provided by Dayton, eliminating the discolored water problem, implementing a backflow prevention program, meeting regulatory agency requirements, maintaining county wells in a “readiness” condition and operating those wells as needed, and resolving customer problems and complaints), directs the management of the daily operation of the major maintenance of the department’s equipment, the department’s electrical and instrumentation maintenance activities, maintenance of the department’s vehicles and the maintenance of the department’s buildings and grounds. Directs the management of the environmental laboratory and engineering services including capital projects, developer projects, plan reviews, inspections, water and sewer master planning and permit issuance, establishes good working relationships with other department divisions, county departments, regulatory agencies, serviced communities and other appropriate groups and individuals, participates in appropriate professional and technical associations, represents the county as required before regulatory agencies, various boards and citizens’ groups, travels extensively throughout the state and region in the course of fulfilling these duties.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

<b>UNUSUAL WORKING CONDITIONS:</b>	<b>MINIMUM CLASS REQUIREMENTS:</b> (Including License, If Any)	<b>TRAINING &amp; DEVELOPMENT:</b>
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