EMPLOYMENT OPPORTUNITY

POSITION: PROJECT FACILITATOR - WATER & WASTEWATER

ANNUAL SALARY RANGE: $87,064.00 – $98,504.00 w/ full benefits

Dutchess County Water & Wastewater Authority (DCWWA) is seeking an experienced ***Project Facilitator*** for our ***Water & Wastewater Projects Department.*** Project Facilitator is a **40 Hour work week** position based at 1 Lagrange Ave, Poughkeepsie NY, field work within Dutchess County may be required.

Annual salary starts at **$87,064.00**. The position is eligible for annual salary increases based on merit for the first nine years if performance is found to be fully satisfactory. Per the Salary Policy, "*A newly hired employee will be eligible for a merit increase on the following January 1 or upon completion of the six-month probationary period, whichever comes later."* The position is eligible for longevity increases after the completion of 10, 15, 20, 25, 30 and 35 years of service. Cost of living increases are determined annually by the Authority's Board of Directors and are not guaranteed.

Benefits: NYS retirement, medical, dental, and optical insurance (with employer contribution), and paid time off.

Project Facilitator is a "competitive" position under the NYS Civil Service Classification system and subject to a competitive civil service exam.

WHAT IS A DCWWA PROJECT FACILITATOR

A Project Facilitator performs assignments related to project management that include planning, scoping, design review, construction, operation, maintenance, and performance of the organization's water and wastewater systems while factoring in safety, required codes and standards, innovation, and modernization. Typical system infrastructure addressed includes, but is not limited to, water mains, service connections, sewers, pump/lift stations, and treatment plants.

DISTINGUISHING FEATURES OF POSITION:

This is a professional position involved in all areas related to water and wastewater project development. The work involves responsibility for community contacts, capital project planning, budget development, liaison with financial, legal, and engineering professionals, public education, and preparation of reports and studies. Work is usually performed under general supervision and may at times involve the direction of lower-level personnel assisting in the development of water and wastewater projects.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be

expected to be performed by an employee in this title.

1. Conducts studies involving research, investigation and analysis of economic and environmental factors related to water and wastewater system project development;
2. Meets with municipal officials, agencies, engineers, legal and financial advisors, system operators, regulators, private developers and general public as part of project coordination and development;
3. Collects, analyzes, and presents various data;
4. Prepares required environmental impact review documents and permit application materials and coordinates with local, state, and federal regulatory agencies;
5. Acts as task coordinator for specific elements of designated projects;
   - Assists with all aspects of project management for improvement projects;
   - Consults with and reviews the work of contractual engineers;
6. Drafts policy and regulations for administration of water and wastewater programs;
7. Provides information to the public by telephone or in person;
8. May assist in the preparation of grant applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of water and wastewater infrastructure including planning and design parameters, regulatory structure, financing, construction, operation, budgeting and public relations necessary to develop projects;

Knowledge of research methods and techniques necessary to produce various reports and studies;

Ability to develop skills and techniques in preparing water and wastewater projects;

Ability to understand oral and written directions;

Ability to communicate clearly, both orally and in writing;

Ability to learn various software packages;

Ability to get along well with others;

Personal characteristics necessary to perform the duties of the position; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Master's degree in Engineering, Planning, Environmental Studies, Business Administration or related fields and one (1) year of experience which involved the administration or project development of water and wastewater systems projects;

OR: (B) Bachelor's degree in Engineering, Planning, Environmental Studies, Business Administration or related fields and two (2) years of experience which involved the administration or project development of water and wastewater systems projects;

OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

Dutchess County Application for Employment

SUBMIT RESUME AND APPLICATION TO:

Dutchess County Water & Wastewater Authority
Attn: Jonathan Churins, Executive Director
One Lagrange Ave
Poughkeepsie, NY 12603
EMAIL: DCWWA@dutchessny.gov
PHONE: (845) 486 - 3601
FAX: (845) 486 - 3656