

NOTICE OF A JOB OPENING

DEPUTY DIRECTOR – DEPARTMENT OF ENVIRONMENTAL SERVICES

\$145,000 - \$160,000

Under the general supervision of the Director of the Department of Environmental Services. This position is responsible for assisting in the administration and direction of the Department. This department consists of several divisions including Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer. The Deputy Director will assist in administration and direction of daily operations for all, or several, of these divisions.

RESPONSIBILITIES:

- Assists in the planning and implementation of long-range goals, administrative procedures and operational programs of the divisions of Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer;
- Assists the Director with the organization, direction and coordination of daily operations for several or all of the department's divisions;
- Establishes work priorities and schedules for public works projects and work assignments for General Foreman and Assistant General Foremen;
- Oversees ongoing maintenance programs, repairs, modifications and renovations for all Town owned buildings, facilities, fields, playgrounds, planting areas and properties;
- Assists in the coordination of garbage, refuse, compost and recycling programs;
- Assists in the administration and operation of the Cortlandt Consolidated Water District and Town Sanitary Sewers, pump stations and sewer plant;
- Responds to all emergencies including weather events and water and sewer emergencies to assist the Director;
- Prepares design sketches, drawings and RFP's as needed for Public Works projects. (Auto-CAD.)
- Other assignments as required by the Director of the Department of Environmental Services and the needs of the department.

MINIMUM REQUIREMENTS:

Bachelor's Degree in Civil Engineering and six (6) years of work experience where the primary function of the position was in civil engineering, including four (4) years of supervisory experience in directing the daily operations of department foreman and work crews. More specifically snow/ice removal, storm drainage, water distribution, sanitary sewers and other public works operations. Town residents preferred.

Possession of a Professional Civil Engineer License preferred as well as Grade "D" certification issued by the New York State Department of Health under the provisions of subpart 5-4 of the New York State Sanitary Code. (Or the ability to obtain the water certification within one year of the appointment.) Auto-cad experience is also preferred.

To apply contact Claudia Vahey, CLAUDIAV@TOWNOFCORTLANDT.COM. Town of Cortlandt is an EOE. Application deadline December 1, 2023.