

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1191

**TITLE:** DIRECTOR WASTEWATER PLANNING & MONITORING DIVISION

**GRADE:** S-35

**DEFINITION:**

Under direction, plans, coordinates and directs a division responsible for sanitary sewer system engineering and analysis, environmental monitoring, sewer permit processing, sewer billing; and performs related work as required.

**ILLUSTRATIVE DUTIES:**

Directs, coordinates, and supervises comprehensive planning studies identifying future wastewater treatment facility requirements and current deficiencies;  
Directs and coordinates engineering and construction projects relative to the expansion of County treatment facilities and pump stations;  
Develops capital project funding, fiscal projections, and fiscal control procedures;  
Coordinates with other jurisdictions regarding regional treatment issues;  
Supervises environmental laboratory personnel in the testing and monitoring of wastewater effluent;  
Monitors air quality with respect to the County's sludge incinerators and resource recovery facility;  
Tests and monitors industrial waste discharge for toxic and hazardous chemicals;  
Ensures industry compliance with Federal, State and local regulations;  
Directs the preparation of complex investigative reports;  
Oversees and directs the sewer permit process;  
Reviews all rezoning and construction plans to ensure compliance with standards covering sewer construction and modification;  
Directs the collection of quarterly sewer user billings and connection fees;  
Resolves customer billing complaints;  
Provides information to contractors and the public as required;  
Serves in the absence of the Director of Waste Management.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Extensive knowledge of the practices and theory of civil engineering;  
Extensive knowledge of facility and system design, construction and operation;  
Comprehensive knowledge of modern chemical and biological testing procedures utilized in a large environmental laboratory;  
Comprehensive knowledge of and the ability to enforce, County, State and Federal regulatory standards;  
Ability to prepare concise, comprehensive investigative and management reports and make effective recommendations;  
Ability to plan and coordinate the work of professional and sub-professional engineers.

**EMPLOYMENT STANDARDS:**

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Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with a degree in engineering; PLUS nine years of progressively responsible experience in the planning, design, construction and monitoring of a municipal sewer system, wastewater treatment facility and/or comparable public works projects, three years of which must have been in a supervisory capacity.

REVISED ES:	August 13, 2011
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RETITLED:	June 21, 2007
ESTABLISHED:	March 23, 1987