

DIRECTOR - DEPARTMENT OF ENVIRONMENTAL SERVICES

The Director of the Department of Environmental Service is responsible for the for the overall administration and direction of the Department of Environmental Services. This department consists of several divisions including Parks, Sanitation, Central Buildings, Central Garage, Highway, Water and Sewer. The Director of DES is responsible for the planning, development and implementation of long-range goals and administrative procedures; the coordination of related activities between the department's divisions; the preparation and presentation of the departmental budget and administration of collective bargaining agreements within the department. The Director is responsible for both direct and indirect supervision of approximately 85 employees.

This position is a competitive class as defined by Civil Service rules and as such all candidates must meet the requirements of Westchester County Civil Service to apply for the Director of the Department of Environmental Services exam..

Job Duties (Not limited to these items):

- Coordinates related activities between the various segments of the department (i.e. vehicle maintenance program; large equipment purchases among the divisions)
- Prepares and presents the department's budget to the Town Supervisor and Town Board and monitors same upon adoption by the Board
- Reports to the Town Supervisor and Town Board members, both verbally and in writing, relating to matters within the department
- Prepares applications from various funding sources (County, State, and Federal) to secure grant monies for division programs or operations
- Reviews and approves plans related to the maintenance of roads, drainage, and all highway construction
- Oversees all snow removal activities
- Approves and assists in the development of Request for Proposals (RFPs), incoming bids and other related documents
- Coordinates ongoing renovations, modifications and maintenance for various Town buildings and properties
- Coordinates plans for the seasonal maintenance program for all Town parks/pool facility with the Superintendent of Recreation
- Oversees the coordination of the town fleet and central garage operations
- Oversees the coordination of garbage, refuse, compost and recycling removal
- Oversees the administration and operation of the Cortlandt Consolidated Water District
- Reviews and discusses personnel matters with division heads, interviews applicants for professional positions, and makes recommendations for hiring, promotion, salary increase and termination to the Town Board
- Administers the collective bargaining agreements in effect in the divisions and receives and responds to all union inquiries and grievances
- Coordinates presentations before various public and community groups regarding matters relative to aspects of the Department operations
- Attends Town Board meetings and various staff meetings where departmental issues are discussed
- May perform other duties as required.

Minimum Requirements:

Graduation from a recognized college or university with a Bachelor's Degree (B.A. or B.S.), possession of a Professional Civil Engineer's License and five (5) years of experience in Civil engineering responsibilities. Must have (2) years in an administrative or managerial capacity overseeing various municipal public works programs, such as construction and maintenance of roads, sewers, and other public works activities. Must have or be in the process of obtaining a current 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 at time of appointment.

Compensation: \$225,000-\$245,000

To Apply: E-mail resume and cover letter to C. Vahey at claudiav@townofcortlandtny.gov
Deadline – May 8, 2026

Town of Cortlandt is an Equal Opportunity Employer