

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE
NON-COMPETITIVE - IF LESS
THAN 5,000 POPULATION
APPROVED: REVISED 6/6/88

WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for maintaining a continuous distribution of potable water and sewage when applicable. The employees in this class lead in the construction, repair, maintenance of a water distribution system. The supervision of several water maintenance men, laborers and clerks may be entailed. The work is performed under administrative direction. Immediate supervision is exercised over all of the department. Has responsible charge of Town water distribution system and sewer system where applicable. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Makes frequent inspections of pumping plant, equipment and reservoirs in order to check operations and execute repairs;
2. Takes water samples for bacteriological and chemical analysis;
3. Oversees the repair of water mains, hydrants, meters and service pipes to consumers premises;
4. Investigates complaints regarding quality of water;
5. Purchases repair parts and supplies;
6. Maintains maps blueprints and other departmental records;
7. Trains employees in meter, main and service line repairs;
8. Oversees the clerical and business management activities of the department.
9. Directs water works construction projects;
10. Reads meters, prepares and collects bills;
11. Coordinates bureau activities with the work of other public works departments and outside agencies;
12. Responsible for same duties outlined above for sewer maintenance where assigned;
13. Attends Town Board meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and terminology employed in water distribution systems; ability to read meters and make simple computations; ability to plan and layout the work of others; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from * high school or possession of a New York State equivalency diploma;

AND: 1. Four (4) years of water system maintenance experience of which one (1) year shall have been in a responsible capacity in the operation of a municipal water distribution system.

NOTE: Per the New York State Health Code, if the position involves responsibility of the actual operation of water distribution systems, possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code is required at time of appointment. It is the responsibility of the Municipality to submit this certificate with the application for approval before appointment.

*When used in the Town of Wheatfield completion of 10th grade is acceptable. However, six (6) years of stated experience is required.

SPECIAL REQUIREMENT: State Sanitary Code required certifications, for Somerset Class III C Sewage Treatment Plant Operator Certification.

SPECIAL REQUIREMENT: POSSESSION OF A VALID NEW YORK STATE MOTOR VEHICLE LICENSE TO OPERATE VEHICLES USED IN THIS FIELD OR ADMINISTRATIVE LETTER INDICATING THE INDIVIDUAL DOES NOT NEED THE SPECIAL REQUIREMENT.

SPECIAL NOTE: When used in the Town of Somerset one (1) year of college will equate to six (6) months of the required experience.