

DEPARTMENT: TOWN OF ROYALTON
CLASSIFICATION: COMPETITIVE
APPROVED: AUGUST 15, 2014

WATER AND WASTEWATER SUPERINTENDENT (TOWN OF ROYALTON)

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for maintaining a continuous distribution of potable water and a wastewater treatment plant. The employee in this class leads in the construction, repair, and maintenance of a water distribution system and a wastewater treatment plant. The incumbent exercises general and direct supervisor over water and wastewater maintenance persons, laborers and assigned clerical staff. The work is performed under administrative direction with considerable leeway allowed for the exercise of independent judgment in carrying out the duties of the position in accordance with all applicable laws, rules, regulations, and established procedures. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Conducts frequent inspections of pumping plant, equipment and reservoirs in order to check operations and execute repairs;
2. Collects 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 department activities with the work of other public works departments and outside agencies;
12. Directs the operation of all wastewater treatment facilities to ensure compliance with laws, rules, and regulations and to ensure the most efficient and economical use of equipment, supplies, and manpower;
13. Makes periodic analysis of wastewater to obtain correct chlorine residual before discharge of wastewater;
14. Serves as Lead Technical Director/Quality Assurance Officer;
15. 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; good knowledge of tools, equipment and terminology employed in water distribution systems; good knowledge of the practices used and the equipment required in the operation and maintenance of a wastewater treatment plant; ability to read meters and make simple computations; ability to make routine laboratory and field tests for control of plant operation; ability to supervise the operation and repair of pumps, valves and related mechanical and electrical equipment; ability to plan and layout the work of others; ability to follow oral and written directions; ability to prepare reports and maintain records; mechanical aptitude; alertness and dependability; sound judgment; tact and courtesy; integrity; physical condition commensurate with the demands of the position.

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WATER AND WASTEWATER SUPERINTENDENT (TOWN OF ROYALTON) CONTINUED

MINIMUM QUALIFICATIONS:

PROMOTIONAL: Five (5) years of non-competitive status as a Water and Wastewater Maintenance Person in the Town of Royalton immediately preceding the date of written examination.

OPEN COMPETITIVE: Graduation from high school or possession of an equivalency diploma **and** 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.

SPECIAL REQUIREMENT:

1. Possession of a valid New York State driver's license to operate vehicles used in this field.
2. Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code.
3. Possession of a Grade IIA Wastewater Treatment Plant Operator Certificate as issued by the State of New York within six (6) months of appointment.