

WATER DISTRICT SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner, an incumbent is responsible for the operation and maintenance of several County Water Districts with facilities for chemical treatment of water. The position acts as a liaison between the County and members of the community, such as municipal officials, utility company personnel and property owners. Work is performed with considerable independence in accordance with operating procedures and written and oral instructions. Incumbent uses initiative and judgment in adapting procedures to specific cases and in determining which of several established alternatives is appropriate. Supervision is exercised over technical and maintenance employees as well as supervisory personnel at each of the districts. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises the operation and maintenance of assigned plants to assure the most efficient and economical use of equipment, supplies and manpower;

Conducts periodic inspections of plant, equipment and machinery to direct necessary repairs and maintenance;

Maintains close contact with contractors, municipal officials and utility companies to insure compliance with federal, state and local safety regulations;

Supervises and instructs operators, trainees and other employees by planning work schedules and assigning work orders to meet maintenance and repair needs;

Prepares and maintains records of maintenance, repairs and operations of plants to document service quality and cost of repairs;

Maintains inventory of supplies, chemicals and equipment to provide efficient water services and treatment;

Participates in the preparation of the annual budget requests;

Investigates complaints from municipal officials, private citizens and other agencies regarding contracts, operations and water treatment;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance and repair of a water supply system; good knowledge of the principles of water treatment; good knowledge of the principles of administration; ability to plan and supervise the work of others; ability to handle official and public relations; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; ability to effectively use computer applications such as

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (con't)
spreadsheets, word processing, calendar, e-mail and database software; initiative and resourcefulness; good judgment; physical condition commensurate with the responsibilities of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of Grade IB Water Treatment Plant Operator's certificate issued under the provisions of the New York State Sanitary Code and either (a) graduation from high school or possession of an equivalency diploma and seven years of responsible experience (pre or post certification) where the primary function of the position was in the operation, maintenance and repair of water treatment facilities, including or supplemented by two years of supervisory experience; or (b) completion of a two year post high school program in construction or mechanical technology and five years experience (pre or post certification) as stated in (a) including or supplemented by two years of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS: (1) Appointees must maintain their Grade 1B certification during the course of employment; (2) Possession of a valid license to operate a motor vehicle in the State of New York will be required at time of appointment and maintain same while in the title; (3) Depending on work assignment, must meet standards of OSHA regulation 1910.134 Respiratory Protection, and will be required to meet Federal, State and local standards with respect to health and safety.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree may be substituted on a year for year basis for up to four years of the above stated general experience. There is no substitution for the two years of specialized experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.