

## ASSISTANT DISTRIBUTION SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Distribution Superintendent, incumbents of this position are responsible for assisting in the supervision and direction of work crews engaged in the operation, installation, maintenance, inspection and repair of a water distribution system serving 1,000 people or more. Responsibility also includes coordination of department activities with those of other departments or agencies. The incumbent is available for emergency service at all times. Supervision is exercised over personnel involved in maintenance and repair of the distribution system. Does related duties as required.

### EXAMPLES OF WORK: (Illustrative Only)

Organizes, schedules and maintains records of work crew assignments and attendance for all divisions of the Water District including Water Maintenance, Meters, Office and Garage;

Assists in planning and directing the installation, maintenance, operation, inspection and repair of the water distribution system, consisting of water mains, service connections, valves, hydrants and appurtenant and other related facilities;

Oversees completion of the various water district programs such as the backflow device inspection program, water meter inspection and replacement program, leak detection program, and the annual fire hydrant flushing program;

Consults with Distribution Superintendent on policy and technical matters;

Assists in requisitioning materials used in the Water District;

Recommends distribution system improvements to the Distribution Superintendent and implements adopted changes;

Schedules, directs and may participate in location of valve boxes, curb stops, water mains, service lines, and discovery and location of leaks and main breaks;

Assists in the preparation and filing of field sketches, makes corrections as necessary;

Edits GIS records with corrections, adjustments and new assets and creates water utilities maps when requested by design consultants or engineers;

Coordinates GIS training for employees and oversees new GIS contracts;

Works closely with outside contractors regarding distribution system construction, operation and maintenance;

Assists Distribution Superintendent in cost estimates, planning of capital projects and annual preparation of budget;

EXAMPLES OF WORK (Illustrative Only) (continued)

Functions as the Water District's liaison to the public and/or regulatory agencies during repairs and emergencies;

Investigates complaints regarding billing, water quality and service issues and reports findings to Distribution Superintendent;

Coordinates the department's activities with those of other departments or divisions and furnishes manpower to those departments when requested;

Assists Distribution Superintendent in monitoring Water District compliance with all applicable regulations including those enacted by the Health Department and USEPA;

Schedules and supervises code 53 markouts;

Supervises and/or participates in collection of water samples for analysis to observe water quality trends;

Prepares required data, reports and notifications including annual water quality and cost benefit analysis reports for the review of the Distribution Superintendent;

Assists Distribution Superintendent with the long range planning of the water distribution system;

Acts for and on behalf of the Distribution Superintendent in their absence;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the practices, tools, equipment and terminology used in the installation, maintenance, inspection and repair of a water distribution system; good knowledge of regulations and codes relating to water supply safety principles, practices and procedures; good knowledge of mathematics; good knowledge of the laws and proper procedures related to occupational safety; ability to understand and carry out oral and written instructions; ability to plan, layout and supervise the work of others; ability to read and understand plans, sketches and written specifications; ability to draft plans and sketches; ability to prepare maps, graphs, charts and related materials through use of GIS software; basic understanding of hydraulics; ability to write reports; ability to secure cooperation of subordinates; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; initiative; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or trade school, possession of a Grade D Community Water Systems Operator Certificate issued by the New York State Department of Health and either:

- (a) a Bachelor's Degree\* and two (2) years of experience in the water distribution field, which involved preparation and interpretation of work orders, plans, sketches and material requisitions including or supplemented by one (1) year of experience which must have involved the supervision of lower level maintenance personnel and laborers; or
- (b) an Associate's Degree\* and four (4) years of experience as stated in (a), or
- (c) six (6) years of experience in the water distribution field which involved preparation and interpretation of work orders, plans, sketches and material requisitions including or supplemented by one (1) year of experience which must have involved the supervision of lower level maintenance personnel and laborers; or
- (d) six (6) years of construction experience in pipe laying and related areas, one (1) year of which shall have been at the supervisory level.

SPECIAL REQUIREMENTS:

- 1. At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.
- 2. The appointing authority is also responsible for ensuring that the incumbent maintains a current and valid Grade D Community Water Systems Operator Certificate issued by the New York State Department of Health at time of appointment and throughout the course of employment.

\*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 Department of Education as a post-secondary, degree-granting institution.