

## ASSISTANT WATER AND SEWER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Water and Sewer Superintendent, the incumbent of this position assists the superintendent in directing and performing technical and administrative duties in the design, construction, installation, operation and maintenance of the facilities connected with a water distribution system and storm sewers. The incumbent is second in command in the facility, and supervision is exercised over all activities of the department and all personnel involved with the operations and/or maintenance of water and sewer systems. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in supervising the maintenance, repair and installation of the water distribution system consisting of mains, valves, hydrants and services;

Assists in the preparation of plans and specifications for the extension and replacement of the water distribution system;

Inspects and participates in the taking of water samples and in the making of chemical and physical tests;

Assists in supervising the maintenance and operation of the water treatment plant and pumping stations;

Assists in supervising and makes repairs to machinery, equipment, motors, pumps and structures;

Keeps records and makes reports of plant operations;

Orders and supervises the allocation of material and supplies;

Approves department purchases;

Checks on consumer complaints of water and storm sewer systems;

Responds at all times to emergency repair calls;

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 operation, maintenance and repair of pumps, motors and diesel engines and other auxiliary equipment as they relate to water distribution and storm sewer systems; good knowledge of the principles of engineering design; good knowledge of the principles of water treatment; good knowledge of basic administrative techniques; ability to plan and lay out work of others; ability to act quickly in an emergency; ability to handle official and public relations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; resourcefulness; initiative; reliability; good judgement; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in the design, and/or maintenance and repair of pumps, engines, motors and mechanical equipment.

SUBSTITUTION: A Bachelor's Degree\* in Engineering may be substituted for four (4) years of the experience described above.

\*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.

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

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of an appropriate Water Treatment Plant Operator's Certificate issued under the provisions of the New York State Sanitary Code is required if the incumbent is the responsible operator of the water treatment facilities. The appointing authority is responsible for ensuring that the candidate meets these conditions.

Town & Villages,  
Special Districts,  
Cities of Rye & Peekskill  
J.C.: Competitive  
1c

Job Class Code: 0612