

ASSISTANT WATER WORKS SUPERINTENDENT GRADE I

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Water Works Superintendent Grade I, an incumbent of this position assists in directing the operation of a large size water works system (defined as one which pumps over 2.5 million gallons per day either with or without filtration capabilities) and assists in the performance of difficult maintenance and administrative work for a large water supply system. This position assists in the responsibility for providing a continuous supply of potable water for the district or the municipality. This title is distinguished from the Assistant Water Works Superintendent Grade II in that the Grade I is assigned to a larger facility and thereby exercises greater responsibility. Supervision may be exercised over all activities of the department and departmental personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance and operation of a complete water system including pumping station and treatment plant;

Oversees the clerical and business management activities of the Water Department;

Assists in the supervision of the installation of water mains and services;

Makes simple water analyses to determine treatment;

Investigates major complaints regarding the operation of the department;

Prepares reports and statistical data;

Plans for future water supply, taking into consideration population increases, industrial conditions, and fire protection;

Prepares cost data or cost estimates;

Conducts water waste surveys;

Assists in the coordination of Water Department activities with the work of other public works bureaus, departments and outside agencies;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good 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; working knowledge of the principles of administration; ability to plan and supervise the work of others; 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; initiative and resourcefulness; good judgment; 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 six (6) years of experience where the primary function of the position is in the operation, maintenance, design or repair of water works facilities, including one (1) year which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree in Engineering, Environmental Science or a closely related field 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 one year of supervisory experience.

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 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.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate Water Treatment Plant Operator's Certificate issued by the New York State Department of Health. The appointing authority is responsible for ensuring that the appointee has and maintains the appropriate certificate at the time of appointment and throughout employment.

SPECIAL REQUIREMENT FOR APPOINTMENT Re: City of Peekskill: In accordance with Section 2.16 of New York Criminal Procedure Law and City of Peekskill Local Law #3 (2005), incumbents of this position may be designated as "Watershed Protection and Enforcement Officers." Such designees would be granted Peace Officer status and be required to have completed training in accordance with Section 2.30 of New York Criminal Procedure Land and, if applicable, Section 400 of New York Penal Law.

Towns, Villages,
Special Districts,
Cities of Rye, and Peekskill
J.C.: Competitive
MPM3
1d

Job Class Code: 0618