

WATER AND SEWER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the administrative direction of the Water Commission or other governing body, an incumbent of this class directs the overall operation and technical activities of a water distribution system and storm sewer system. This position is responsible for the performance of technical and administrative duties in the design, construction, installation, operation, maintenance and repair of the facilities connected with a water distribution system and storm sewers. 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)

Oversees the technical, clerical and business management activities of the Water and Sewer Department;

Exercises administrative supervision over plant and maintenance operations;

Prepares plans, bid specifications and requests for proposal for the extension and replacement of the water distribution system or storm sewers;

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

Prepares reports and statistical data;

Reports to Town Board or Water Commission on status of operations at the water and sewer facilities;

Investigates major complaints regarding the operation of the department;

Gathers cost data and analyzes departmental costs, estimates costs of system extensions, etc;

Prepares department budget figures;

Coordinates water department activities with the work of other public works bureaus, departments and outside agencies;

Sets and enforces work schedule for technical staff to ensure round the clock coverage at the water and sewer plants;

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

REQUIRED 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 and storm sewer 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 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 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 operation, maintenance, design or repair of water works facilities and/or storm sewer systems, one (1) year of which must have been in a supervisory capacity.

SUBSTITUTION: A Bachelor's Degree* in Engineering may be substituted for four (4) years of the general experience described above. There is no substitution for the one (1) year of supervisory experience in the operation, maintenance, design or repair of water works facilities and/or storm sewer systems.

*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 Superintendent is the responsible operator of the water treatment facilities. The appointing authority is responsible for ensuring that the candidate meets these conditions.

Towns, Villages
Cities of Rye and Peekskill
Special Districts
J.C.: Competitive
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Job Class Code: 0609