

WATER WORKS SUPERINTENDENT GRADE I

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for 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). The kind of work of this class is similar to Water Works Superintendent Grade II, but the plant is larger and the responsibility greater. The work is performed under the administrative direction of the Water Commission or other governing body. Immediate supervision is exercised over all activities and all employees of the water department. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and operates a complete water system including pumping station and treatment plant;

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

Supervises the installation of water main 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;

Makes up cost data;

Conducts water waste surveys;

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

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

May perform other incidental tasks, as needed.

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; 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 duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; 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 seven (7) years of experience where the primary function is the operation, maintenance, design or repair of water works facilities, including two (2) years which must have been in a supervisory capacity.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree in Environmental Science, Engineering 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 two years 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 under the provisions of the New York State Sanitary Code is required if the Superintendent is the responsible operator of water treatment facilities.

SPECIAL REQUIREMENT 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 Law and, if applicable, Section 400 of New York Penal Law.

Towns, Villages, Cities of Rye and Peekskill,
and Special Districts

J.C.: Competitive

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Job Class Code: 0601