

WATER AND SEWER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an important professional and administrative position involving responsibility for planning, directing and participating in the activities of the water and sewage plants along with distribution and collection systems. Work is performed under general direction and involves the supervision of subordinate employees.

TYPICAL WORK ACTIVITIES:

1. Directs and supervises the operation of the water and sewer departments;
2. Directs and supervises the operation of the sanitation sewer departments including repairing, flushing and other maintenance;
3. Prepares estimates of new water and sewer extensions;
4. Prepares requisitions for materials, supplies and equipment;
5. Oversees the billing and reading of water meters;
6. Oversees the repairing of water meters;
7. Answers and takes care of all complaints regarding water and sewers;
8. Oversees the chlorination and other treatment of water supply;
9. Inspects reservoir and other installations periodically;
10. Prepares yearly budget of water and sewer departments and checks with City bookkeeper periodically on balances;
11. Assigns work details to subordinates;
12. Arranges and cooperates with the Fire Underwriters for periodic PITO tests on the water systems;
13. Directs the inspection, repair and maintenance of water mains, gates and valves, storm drains, catch basins, hydrants and pumps;
14. Supervises the making of chemical and bacteriological tests at the water and sewage treatment plants;
15. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the principals of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and terminology used in sewer distribution systems; ability to read and understand blue prints; ability to draft sketches; ability to cooperate with others; ability to follow oral and written directions; ability to secure cooperation from subordinates; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and seven (7) years of experience in the operation of water and sewage systems, four (4) years of which shall have been in a responsible supervisory capacity;
- OR: (B) Graduation from a college or university of recognized standing with major work in sanitary or chemical engineering and four (4) years of experience as a professional engineer in water and sewage system construction or related activities;
- OR: (C) Any equivalent combination of training and experience sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT:

All applicants must possess or be eligible for Water Treatment Plant and Sewer Treatment Plant Operator license at the grade level approved for the position by the New York State Department of Health.

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