

DEPUTY WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position that works under the direction of the Water Superintendent and is responsible for the maintenance of a water distribution system where such system is separate from a water treatment facility. The incumbent in this position will also be responsible for the administration of all policies, programs, and the procedures of all facets of the operation including maintenance and planned extensions. In the absence of the Water Superintendent, the Deputy Water Superintendent acts for and on behalf of the Water Superintendent. Direct and general supervision is exercised over subordinate employees. Travel and work assignments outside of normal working hours are expected.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does preclude assignment of activities not listed which could be reasonably expected to be performed by an employee in this title.

1. Plans, schedules, supervises and directs all activities of the water department/treatment facility;
2. Performs investigations and resolves major complaints;
3. Assists in monitoring all levels of water quality testing in the distribution systems to comply with appropriate legislations;
4. Defines appropriate procedures to establish and maintain effective procedures for inventory control;
5. Administers billing and record keeping procedures;
6. Establishes procedures for the assignment of personnel and the maintenance of personnel records including time sheets and payrolls;
7. Assists in the planning of extensions to the distribution system;
8. Assists the Water Superintendent in carrying out all operations of the department;
9. May act for or in place of the Water Superintendent when assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of modern managerial and supervisory principles, practices and techniques in order to effectively manage and supervise staff;

Knowledge of principals, practices and tools used in the operation and maintenance of a water distribution system in order to effectively manage and supervise staff;

Knowledge of installation and repair of water meters and other required devices and technologies;

Ability to plan and supervise the work of others;

Ability to communicate and deal effectively and clearly both orally and in writing;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

DEPUTY WATER SUPERINTENDENT (cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma PLUS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in engineering or closely related field;
- OR: (B) Four (4) years of full-time work experience, which involved work in installation and/or maintenance of water, sewer or related lines and systems;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENTS:

Grade D Water Distribution License at time of application and to maintain the position.
(Appropriate Public Water Treatment Plant Operator's Certificate issued under the provisions of New York State Sanitary Code.)

An appointing authority may require candidates to have the ability to operate a vehicle legally in New York State at time of appointment and to maintain the position.

NOTE:

Supervisory experience as a skilled tradesman, i.e. plumber, electrician, may be substituted for the required experience on a year for year basis.

Verifiable part-time experience may be prorated toward meeting full-time experience requirements.

ADOPTED: 11/17/17