

WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative position responsible for the extension, operation, and maintenance of a water distribution system where such system is separate from a water treatment facility. Responsibilities include all facets of operation including maintenance and planned extensions. Work is performed under the general direction of a legislative body or executive officer depending upon the municipality. General and direct supervision is exercised over subordinate employees. Incumbent may be called in during emergencies.

TYPICAL WORK ACTIVITIES:

1. Supervises the installation and maintenance of a municipal water distribution system, including water mains, valves, fire hydrants, water meters, storage tanks and pumps;
2. Assists in the planning of extensions to the distribution system;
3. Monitors level of chlorine or fluorine in distribution system and adds chemicals as necessary to comply with health regulations;
4. Supervises the maintenance of equipment;
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. Establishes and maintains procedures for accurate inventory records;
8. Performs other supervisory and administrative duties normally associated with department heads;
9. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, practices, tools and equipment used in the operation and maintenance of a water distribution system; good knowledge of the installation repair of water meters; ability to plan for and make rough sketches of extensions and modifications of the existing system; ability to layout and plan the work of others; ability to understand and carry out moderately complex oral and written instructions; ability to read water works diagrams; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering;
- OR: (B) Three years of supervisory experience in the operation and/or maintenance of a water or sewer distribution system;
- OR: (C) An equivalent combination of training and experience.

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

WATER SUPERINTENDENT (Cont'd)

SPECIAL REQUIREMENT:

Eligibility for the appropriate Public Water Treatment Plant Operator's certificate issued under the provisions of the New York State Sanitary Code.

TR8102
REVISED: 09/20/78 10/05/90 12/16/02