

SUPERINTENDENT OF WATER AND SEWERS

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for planning, directing and participating in the operation, maintenance, and extension of the water and sewer systems. An employee in this class will not have any responsibility over the sewage treatment plant. The work is performed under the general direction of the Commissioner of Public Works. Supervision will be exercised over the work of subordinate employees.

TYPICAL WORK ACTIVITIES:

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

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of tools, equipment and terminology used in water and sewer distribution systems; good knowledge of the principles of hydraulics as related to water distribution systems; ability to read and understand blue prints; ability to follow oral and written directions; ability to plan and supervise the work of others; good judgment; resourcefulness; physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) High school graduation and four years of experience in the operation, construction and maintenance of water and sewage systems, one year of which has been in a supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State recognized college or university with a Bachelor's Degree in engineering and one year of experience in water and sewer system construction or related areas;
- OR: (C) An equivalent combination of the training and experience indicated in (A) and (B) above.

SUPERINTENDENT OF WATER AND SEWERS (Cont'd)

SPECIAL REQUIREMENT:

Individuals must be eligible for a Grade II-B Water Treatment Plant Operator's License at the time of application. License must be in possession at time of appointment.

AM9103

ADOPTED: 05/15/75

REVISED: 09/19/78