

WATER AND WASTEWATER MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position is responsible for oversight of the water and wastewater districts located within the municipality. The work involves overseeing maintenance, repairs, testing and reporting conducted by outside contractors. In addition, the incumbent will oversee that all work is completed in compliance with New York State Department of Health and New York State Department of Environmental Conservation. Work is performed under the general supervision of both the Town Supervisor and Town Engineer.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Monitors usage by districts located within the municipality;
2. Oversee compliance with New York State Department of Health and New York State Department of Environmental Conservation requirements/regulations;
3. Oversee contractor(s) responsible for water system and wastewater system maintenance, repairs, testing, reporting and upgrades;
4. Audit water systems to determine loss due to leakage;
5. Reviews maintenance, repair, testing, reporting and upgrade records/invoices for accuracy;
6. Oversee maintenance of water system and wastewater system generators;
7. Oversee RPZ backflow valve certifications;
8. Oversee grease trap maintenance/inspection is completed per specifications;
9. Review of annual district budgeting with Town Comptroller.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of tools, equipment and terminology used in water systems and wastewater systems;

Knowledge of research methods and techniques necessary to produce various reports and studies;

Ability to develop skills and techniques in the maintenance, repair, testing, reporting and upgrading of water systems and wastewater systems;

Good mechanical aptitude;

Ability to work independently within the scope of general direction;

Ability to supervise the work of contractors;

Ability to understand oral and written directions;

Ability to communicate clearly, both orally and in writing;

Ability to get along well with others;

Good judgement and resourcefulness;

Personal characteristics necessary to perform the duties of the position;

Physical condition commensurate with the demands of the position.

WATER AND WASTEWATER MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree and three (3) years of full-time paid work experience which involved the operation and/or maintenance of a water and/or wastewater system;
- OR: (B) Five (5) years of full-time paid work experience as described in (A) above;
- OR: (C) An equivalent combination of education, training and experience as described in (A) and (B) above.

SPECIAL REQUIREMENTS:

1. Possession of or eligibility for Water Operator Certification at the grade level approved for the position by the New York State Department of Health.
2. Possession of or eligibility for Wastewater Operator Certification at the grade level approved for the position by the New York State Department of Environmental Conservation.
3. Possession of a valid New York State Driver License at time of appointment.

ADOPTED: 12/19/2016