

WASTEWATER COLLECTION SYSTEM SUPERVISOR (Town of Poughkeepsie)

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for overseeing and directing the safe and efficient operation and the maintenance and repair of a municipal wastewater collection system. The work is performed under the general supervision of the Town Board and Town Supervisor with considerable leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Direct supervision is exercised over subordinate personnel.

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 not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Supervises the day-to-day operations of a municipal wastewater collection system;
2. Plans, schedules, assigns and reviews the work of employees;
3. Inspects facilities and equipment daily;
4. Leads and participates in various operational functions such as the maintenance and repair of the wastewater collection system and related equipment;
5. Contacts representatives from agencies with regard to various requirements;
6. Prepares estimates and overall operating costs;
7. Assists in the planning and implementation of capital projects;
8. Creates and maintains a variety of records and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices involved in the operation and maintenance of a wastewater distribution system; thorough knowledge of federal, state and local laws and regulations applicable to a wastewater collection system; good knowledge of the tools, equipment and terminology used in the maintenance and repair of wastewater collection systems; working ability to plan and supervise the work of others; ability to analyze and organize data and prepare records and reports; ability to understand and interpret complex oral instructions and/or written directions; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

WASTEWATER COLLECTION SYSTEM SUPERVISOR (Town of Poughkeepsie) (cont'd)

MINIMUM QUALIFICATIONS:

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

- EITHER: (A) Graduation from a regionally accredited college or New York State recognized college or university with a Bachelor's degree and five (5) years of full-time wastewater collection system operational experience or five (5) years of full-time operating experience at a wastewater treatment plant or a combination of this experience, three (3) years of which included supervisory responsibilities;
- OR: (B) Graduation from a regionally accredited college or New York State recognized college or university with an Associate's degree and seven (7) years of full-time wastewater collection system operational experience or seven (7) years of full-time operating experience at a wastewater treatment plant or a combination of this experience, three (3) years of which included supervisory responsibilities;
- OR: (C) Ten (10) years of full-time wastewater collection system operational experience or ten (10) years of full-time operating experience at a wastewater treatment plant or a combination of this experience, three (3) years of which included supervisory responsibilities.

SPECIAL REQUIREMENTS:

Candidates must possess a valid New York State Driver license. Candidates must possess a valid New York State Class B Commercial Driver license at time of appointment and to maintain position and contain no restrictions other than those relating to personal physical conditions. Such restrictions will be reviewed on a case by case basis for compatibility with job duties and will not be an automatic bar to employment.

Adopted: May 31, 2013