

SUPERINTENDENT OF WATER DISTRICT

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory position involving responsibility for maintaining a continuous supply of potable water. Employees in this class lead in the construction, repair and maintenance of a water distribution system. The supervision of several laborers may be entailed. The work is performed under administrative direction. Immediate supervision is exercised over all activities of the department.

TYPICAL WORK ACTIVITIES:

1. Makes frequent inspections of pumping plant, equipment and reservoirs in order to check operations and execute repairs;
2. Takes water samples for bacteriological and chemical analysis;
3. Oversees the repair of water mains, hydrants, meters and service pipes to consumers' premises;
4. Plans for future water supply taking into consideration population increases, industrial conditions and fire protection;
5. Investigates major complaints regarding the operation of the department;
6. Purchases repair parts and supplies;
7. Maintains maps, blueprints and other departmental records;
8. Directs water works construction projects;
9. Reads meters, prepares bills;
10. Coordinates bureau activities with the work of other public works departments and outside agencies;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and terminology employed in water distribution systems; reads blueprints; ability to plan and lay out the work of others; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of water system maintenance experience, of which one (1) year shall have been in a responsible capacity in the design, construction or operation of a municipal water supply system and completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENT:

Eligibility for a public water treatment and purification plant operator's certificate of requisite grade issued by the State of New York.

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