

## **PUBLIC UTILITIES FOREPERSON**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising the operation and maintenance of the electrical distribution, water and wastewater departments and related village services. Administrative oversight is provided by the Municipal Commission, allowing this employee to exercise independent judgement in supervising and leading work assignments. Administrative matters are brought to the Municipal Commission. Problems of a professional engineering nature are referred to outside consultants. Supervision is exercised over skilled and unskilled employees engaged in the operation and maintenance of the various village utilities. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Has charge of the operation of the electric distribution station;
- Supervises the installation, testing, reading and repairing of electric meters and associated current potential transformers;
- Directs the maintenance, repair and extension of electrical distribution lines, service lines and the installation of distribution transformers;
- Supervises the installation of electrical appliances and new service for consumers;
- Directs the construction, maintenance and repair of the water distribution system, including the laying and repair of mains, extension of service to new customers, and the installation and repair of meters and hydrants;
- Supervises the operation of the water treatment plant and pumping station;
- Supervises the cleaning, maintenance and repair of sanitary sewers;
- Purchases supplies and equipment;
- Conducts research for the Municipal Commission in recommending contractors and preparing job estimates and bid specifications for materials;
- Prepares maps, graphs and charts relating to operating systems;
- Schedules work of all employees to assure efficient use of personnel in timely completion of projects;
- Monitors systems at all times to ensure proper operation;
- Prepares budget request for approval by Municipal Commission;
- Attends meetings of Municipal Commission at Village Board as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of the theory and principles of electricity, electrical distribution systems, line construction and transformer hook-ups; good knowledge of the operation, construction, maintenance and repair of electric meters; good knowledge of the operation of a water treatment plant and pumping station; good knowledge of the construction, maintenance and repair of water distribution systems; good knowledge of the construction, maintenance and repair of sewer systems; good knowledge of standard safety measures, especially in connection with electrical and line work; working knowledge of general business practices; ability to plan and supervise the work of others; ability to keep records and make accurate reports; initiative; resourcefulness; honesty and dependability; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma **AND, EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor=s degree in electrical engineering and two (2) years of responsible, supervisory work experience in the maintenance and operation of an electric distribution system;
- Or (B) Graduation from a regionally accredited or New York State registered college or university with an associate=s degree in electrical engineering and four (4) years of responsible experience in the maintenance and operation of an electrical distribution system, two (2) years of which must have been in a supervisory capacity;
- Or (C) Six (6) years of responsible experience in the maintenance and operation of an electrical distribution system, two (2) years of which must have been in a supervisory capacity;
- Or (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.