

WATER SUPERINTENDENT

GENERAL STATEMENT OF DUTIES: Has responsible charge of the operation and maintenance of the water treatment and distribution system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining a continuous supply of potable water. An employee in this class supervises and participates in the construction, repair and maintenance of a water distribution system and has administrative supervision of the business functions of the department. The work is performed under general administrative direction with wide leeway for planning, directing and coordinating the work of the department. Supervision is exercised over subordinate employees.

EXAMPLES OF WORK: (Illustrative only)

- Makes frequent inspections of pumping plant, equipment and reservoirs in order to check operations and execute repairs;
- Takes water samples for bacteriological and chemical analysis;
- Supervises and participates in the repair of water mains, hydrants, meters, and service lines to consumers' premises;
- Purchases repair parts and supplies;
- Inspects water works construction projects;
- Supervises and participates in the installation, testing, reading and repairing of water meters;
- Supervises the billing, collection and maintenance of water consumers' accounts;
- Operates construction equipment;
- Investigates complaints and maintains proper customer relations;
- Maintains records and prepares reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Thorough knowledge of the principles of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and terminology employed in water supply and distribution systems; ability to read meters and make simple computations; ability to read blueprints; ability to plan and supervise the work of others; ability to follow oral and written directions; 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 with an associates degree in engineering, business or biological sciences or a closely related field and four years experience in the construction of water or sewage distribution systems, one year of which must have been in a supervisory capacity; OR

(B) Six years of experience as described in (A) above, one year of which must have been in a supervisory capacity; OR

(C) Any equivalent combination of training and experience.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for an appropriate certificate for operation of a water treatment plant issued by the New York State Department of Health at time of application. Possession of certificate at the time of appointment.

Competitive Class

Amended 11/17/2003 Personnel Officer