

ASSISTANT WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position has responsibility for the water supply system under the general direction of the Supervisor of Public Works and the direct supervision of the Water Superintendent. In absence of the Water Superintendent, will direct operations of the department. This is an important supervisory position involving responsibility for maintaining a continuous supply of potable water. Employees in this class lead in the repair and maintenance of the water distribution system. Immediate supervision is exercised over all activities of the department in absence of the Water Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Under supervision of the Water Superintendent operates and maintains water treatment facilities, equipment, reservoirs, and watershed grounds;
- Takes water samples for bacteriological and chemical analysis;
- Supervises and participates in repair of water mains, hydrants, meters, and service lines to customer premises;
- Plans for future water supply, taking into consideration expansion to adjacent municipalities, industrial conditions, and fire protection;
- Investigates complaints regarding the operation of the water department;
- Purchases repair parts and supplies;
- Maintains maps, documents, and other departmental records;
- Trains employees in all areas of water treatment, supply, and distribution;
- May read and repair water meters;
- Inspects watershed and water works projects;
- Coordinates water department activities with the work of other public works departments and outside agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of principals of water treatment, water distribution, tools, equipment, and terminology in water systems; ability to read meters and make simple computations; ability to read maps; ability to plan and lay out 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 closely related field and three years experience in construction of water or sewage distribution systems, one year of which must have been in a supervisory capacity; OR
- (B) Five years experience as described in (A) above, one of which must have been in a supervisory capacity; OR
- (C) Any equivalent combination of training and experience

SPECIAL REQUIREMENT: Eligibility for an appropriate certification for operation of a water treatment plant issued ny NYS Department of Health at the time of permanent appointment.