

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE
APPROVED: MARCH 15, 2010

DEPUTY SUPERINTENDENT OF WATER & SEWER MAINTENANCE
(DISTRIBUTION SYSTEM)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent acts as foreman, supervises, and directs all subordinate water and sewer division employees. Responsibilities include assigning duties to subordinates and inspecting progress and completion of tasks. Employees in this class oversee and participate in, when necessary, the construction, repair, and maintenance of a municipal water distribution and sewer system. The incumbent assists the Superintendent with laying out, planning and purchasing of materials required for the proper completion of assignments. General direction is received from the Superintendent and the incumbent acts as Superintendent in his/her absence when directed. Leeway is permitted for the exercise of independent judgment in carrying out the details of the work in accordance with established policies and procedures. Direct supervision is exercised over maintenance workers, laborers, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and, on occasion, participates in the maintenance of existing water and sewer lines and extension of water mains and sewer mains (both gravity and grinder systems);
2. Maintains comprehensive records of repairs, replacements, preventive maintenance and inspection schedules and associated expenses;
3. Monitors, analyzes, and records readings from master meter pits and pump stations, reporting outcomes to the department head, when appropriate;
4. Maintains inventory records of all materials, tools, equipment, supplies, and expenses;
5. Assigns the operation of heavy equipment and in critical situations may operate the equipment;
6. Inspects major construction on water and sewer lines;
7. Collaborates with contractor(s) on water and sewer projects;
8. Follows and ensures compliance with Occupational Safety and Health Administration (OSHA) & safety regulations including the requirement for lock out-tag out, confined space, hazardous-materials, and asbestos safety. Maintains records of same, as required;
9. Locates and marks "Dig Safely New York" underground requests on all Town owned facilities and requests utility stake outs before digging;
10. Inspects and services mechanical and electrical control systems;
11. Assists in department budget preparation;
12. Assists in the maintenance of department inventories and ensures that records are properly maintained;
13. May perform plumbing and electrical work in the maintenance, repair and extension of the Town's water and sewer system, pressure system and pump station in the absence of qualified workers;
14. Receives "after hour" emergency calls and alarm calls, including building security, "Dig Safely New York," and water pressure system monitors, and either responds directly or dispatches appropriate crews in response to the calls;
15. Oversees job assignments to minimize out-of-title pay and maintains records of out-of-title pay work and overtime assignments;
16. When assigned, performs various tasks related to public work activities.

CONTINUED

DEPUTY SUPERINTENDENT OF WATER & SEWER MAINTENANCE
(DISTRIBUTION SYSTEM) CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and procedures governing the operation and maintenance of water and sewer departments and distribution systems; good knowledge of the common practices, tools, motorized equipment and terminology associated with the maintenance, extension, and repair of municipal water and sewer distribution systems; working knowledge of chemistry as applied to sewage treatment and water treatment; good knowledge of the operation of tractors, trucks, and other automotive equipment; good knowledge of the operation and repair of motors, pumps and other mechanical equipment; good mechanical skills; working knowledge of labor agreements; skills in utilizing modern computer software programs in the course of ordinary business; ability to make minor repairs to machines, motors, pumps, fixtures, and other mechanical equipment; ability to apply language of collective bargaining agreements; ability to plan and supervise the work of others; ability to get along well with others; ability to give verbal and written instructions; ability to understand and follow simple verbal and written directions; ability to read maps and blueprints; ability to maintain routine records and to prepare reports; ability to lift heavy weights; mechanical aptitude; industry; dependability; willingness to be “on-call” and respond to after hours calls; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

SUGGESTED PROMOTIONAL QUALIFICATIONS: Two (2) years of non-competitive status as Water or Wastewater Maintenance Person II or three (3) years of non-competitive status as Water, Wastewater or Water/Wastewater Maintenance Person in the municipality immediately preceding the date of examination.

OPEN COMPETITIVE QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **and** one of the following:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate’s Degree and one (2) year of full-time paid experience directing the work of others involved in the construction, maintenance, or service phases of a commercial or industrial enterprise, distribution system or treatment plant; **or**

Three (3) years of full-time paid experience in the construction, maintenance, or service phases of a commercial or industrial enterprise, distribution system or treatment plant, one (1) of which must have involved directing the work of others involved in these activities.

SPECIAL REQUIREMENTS FOR THE CONTINUATION OF APPOINTMENT:

Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code within eighteen (18) months of permanent appointment.