

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE
APPROVED: JUNE 8, 2009

SUPERINTENDENT OF WATER & SEWER (DISTRIBUTION SYSTEM)

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position responsible for maintaining a continuous distribution of portable water and sanitary sewer, where applicable. Employees in this class oversee and participate in the construction, repair, and maintenance of a municipal water distribution and sewer system. General direction is received from the Town Supervisor with considerable leeway allowed for the exercise of independent judgment in establishing detailed policies and procedures. Direct supervision is exercised over maintenance workers, laborers, and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Schedules, supervises, and participates in the operation, inspection, maintenance and repair of water and sewer equipment, including but not limited to, the grinder pump units, fire hydrants, pump stations, vehicles, water and sewer mains, backflow prevention devices, meters, valves, buildings, and grounds;
2. Oversees the daily operations of the water and sewer department;
3. Coordinates department activities with the work of other public works departments, outside agencies and contractors;
4. Directs and supervises water and sewer construction projects, including but not limited to, maintaining maps, blueprints and other departmental records;
5. Investigates complaints from both customers and employees and remedies situation where appropriate;
6. Develops, implements, and enforces safety programs to ensure compliance required by New York State Department of Labor (NYSDOL) and Public Employee Safety and Health (PESH);
7. Prepares, analyzes and monitors annual operating budget, individual account activities, and daily budgetary expenditures and confers with town officials;
8. Maintains inventory and purchases repair parts and supplies;
9. Orders materials and equipment for work assignments;
10. Reviews subdivision plans for water and sewer components;
11. Arranges for water sampling for bacteriological and chemical analysis;
12. Implements a training program or personally trains employees in water and sewer repairs and maintenance;
13. Prepares the annual drinking water quality report;
14. Maintains routine records and prepared reports such as project cost and payrolls;
15. Supervises the tabulation and preparation of bill payments;
16. Supervises clerical and business management activities of department including making bank deposits and delivering bills to the post office;
17. Attends Town Board meetings;
18. Receives emergency location requests from Dig Safely New York at home after hours and responds to sites to mark department owned utilities;
19. Responds to call-ins twenty-four (24) hours per day;
20. When assigned, performs various tasks related to public work activities.

CONTINUED

SUPERINTENDENT OF WATER & SEWER (DISTRIBUTION SYSTEM) CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough 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; 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 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; physical condition commensurate with the demands of the position.

MINIMUM 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 two (2) years of full-time paid experience supervising the work of others involved in the construction, maintenance, or service phases of a commercial or industrial enterprise, distribution system or treatment plant; **or**

Four (4) years of full-time paid experience in the construction, maintenance, or service phases of a commercial or industrial enterprise, distribution system or treatment plant, two (2) of which must have involved the supervision 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.