

**DEPARTMENT:** TOWN OF SOMERSET  
**CLASSIFICATION:** NON-COMPETITIVE APPROVED STATE CSC 05/19/2003  
**APPROVED:** JANUARY 3, 2011

**SUPERINTENDENT OF WATER AND WASTEWATER MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsible charge of the operation and maintenance of the wastewater treatment and water treatment plants and of the consumer water and wastewater services. This is important work involving responsibility for the safe and efficient operation and maintenance of water treatment and wastewater plants and of consumer water and wastewater services. The work is performed under general supervision, in accordance with prescribed policies permitting the employee some leeway for independently planning and executing the details of the work. Supervision may be exercised over the work of laborers, helpers and other employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the operation and maintenance of pumps, valves and other equipment at the wastewater treatment and water treatment plants;
2. Regulates and adjusts chlorinators and alumina tanks;
3. Makes chemical test of water for color, odor, taste, alkalinity and residual chlorine;
4. Supervises and participates in cleaning of filters and filter beds;
5. Makes periodic analysis of wastewater to obtain correct chlorine residual before discharge of wastewater;
6. Supervises and participates in cleaning of tanks, grit chambers, screen and other equipment;
7. Supervises and participates in the maintenance and cleaning of hydrants, main pipes, sewers, catch basins and other fixtures and equipment.
8. Reads and makes minor repairs to water meters;
9. Investigates consumer complaints and makes minor adjustments to fixtures;
10. Keeps records and prepares routine reports;
11. Performs various tasks relative to the operation and maintenance of water and wastewater systems.

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

Good knowledge of methods and procedures governing the operation and maintenance of water treatment and wastewater treatment plants and wastewater and water services; good knowledge of the operation and repair of motors, pumps and other mechanical equipment; working knowledge of the principles of chemistry as applied to wastewater and water treatment; ability to plan and supervise the work of others; ability to understand and follow oral and written instructions; ability to prepare routine reports; ability to get along well with others; industry; dependability; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **AND:** Three years of satisfactory experience in a water purification or treatment plant and completion of a course of instruction in water purification or treatment approved by the public health council as qualifying for this grade and three months of satisfactory experience in a wastewater treatment plant and completion of a course of instruction in wastewater treatment approved by the public health council as qualifying for this grade; or any equivalent combination of experience and training sufficient to indicate ability to do the work.

**SPECIAL REQUIREMENTS:**

Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary Code and a Grade I Sewage Treatment Plant Operator Certificate as issued by the State of New York within six (6) months of appointment.