

DEPARTMENT: TOWNS
CLASSIFICATION: COMPETITIVE; NON-COMPETITIVE/PENDING IF <5,000 POP.
APPROVED: MAY 21, 2002

SUPERINTENDENT OF WATER & SEWER MAINTENANCE

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for the operation, maintenance and repair of water treatment and sewer treatment plants and of water, street and sewer systems. General direction is received from the Town Supervisor with considerable leeway allowed for the exercise of independent judgment in establishing detailed policies and procedures. General supervision is exercised over the maintenance workers and other employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists in the installation, repair and maintenance of valves, water mains, hydrants, meters and pipes;
2. Assumes responsibility for the maintenance and care of all grounds and buildings, exclusive of the Highway Department facilities and highway right of ways;
3. Performs the duties of chief operator of the wastewater treatment plant;
4. Schedules all work assignments;
5. Orders all materials and equipment for work assignments;
6. Reads and documents reading of water meters;
7. Establishes water and sewer department budgets and the proper expending of appropriate funds;
8. Ensures that the periodic analysis of sewage for correct chlorine residual is maintained before sewage discharge;
9. Maintains routine records and prepared reports such as project cost and payrolls;
10. When assigned, performs various routine tasks related to public work activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation and maintenance of sewage and water departments; good knowledge of the common practices, tools, motorized equipment and terminology associated with the maintenance, extension, and repair of a distribution system and wastewater treatment plant; working knowledge of chemistry as applied to sewage treatment and water treatment; good knowledge of the operation of tractors, trucks, and other automotive equipment; ability to make minor repairs to machines, fixtures, and equipment; ability to give verbal and written instructions; ability to understand and follow simple verbal and written directions; 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 a New York State equivalency diploma:

AND: Three years of experience in the construction, maintenance, or service phases of a distribution system or wastewater treatment plant

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.