

DEPARTMENT: NIAGARA COUNTY WATER

CLASSIFICATION: COMPETITIVE

APPROVED: AUGUST 7, 2025

FLSA Status: Exempt/Administrative 1/4/2010

SUPERINTENDENT OF WATER TRANSMISSION

DISTINGUISHING FEATURES OF THE CLASS: Supervises the maintenance, repair, and operation of the county water transmission system. The incumbent works under the general direction of the Administrative Director of the Water District who reviews reports for compliance. Supervises and directs Water Maintenance Persons by assigning and inspecting their progress and completion. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the maintenance, repair, and operation of water transmission system;
2. Supervises the investigation of complaints and the repair of leaks;
3. Maintains records of repairs, replacements, preventive maintenance, testing progress, and inspection schedules;
4. Directs the reading of meters, recording instruments, and gauges;
5. Supervises repair operations of pipelines, valves, fixtures, meters, and the like;
6. Maintains records of materials, tools, and equipment;
7. Supervises the maintenance of the grounds and buildings;
8. Receives reports on pressures, chlorine samples, meter readings, and line conditions by radio from plant, booster station, and trucks in the field;
9. Checks job reports from previous day, requisitions parts, and supplies to maintain inventory;
10. Supervises the work assigned for the day, completes radio log, receives reports from help on day's work in the field, and prepares the work schedule for the next day;
11. Receives reports of complete meter readings, completes weekly water consumption reports, and report on water loss;
12. Assists Water Superintendent and engineers from twelve (12) towns in setting up inter-town and Niagara County Water District interconnecting water main, design and installation of meter pits and appurtenances.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the common practices, tools, terminology and principles involved in the maintenance and repair of a county water transmission system; good knowledge of the principles of hydraulics as they relate to water transmission systems; good knowledge of the principles and practices involved in the construction of water transmission systems; ability to plan, organize, and direct the work of others; ability to secure the cooperation of subordinates; ability to maintain records and prepare reports; mechanical aptitude; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma **AND** five (5) years of experience in laying water lines and pipefitting in a municipal water transmission/distribution system, including two (2) years of supervisory duties.

SPECIAL REQUIREMENTS:

1. In order to receive a temporary, provisional, or permanent appointment, candidates must undergo and pass a physical/fit test required under 29 CFR 1910 of the Occupational Safety & Health Administration Labor Code of Federal Regulations;
2. Candidates must live within the territorial boundaries of the Niagara County Water District at time of appointment and for the duration of employment;
3. Candidates must possess a valid New York State Driver's license at time of appointment and for the duration of employment. The employee will not be required to drive vehicles that require a CDL.