

DEPARTMENT: NORTH TONAWANDA WATER DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 22, 2022

WATER DISTRIBUTION MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising the operation, maintenance and repair of the municipal water distribution system. An employee in this class is also responsible for supervising the construction of new water mains and for the installation of service connections and meters. The work is performed under the general supervision of the Superintendent of Water and permitted the exercise of independent judgment in carrying out the details of the work. General supervision is exercised over the work of subordinate personnel engaged in water line maintenance and meter repair work. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises the maintenance and repair of the existing water distribution system consisting of mains, valves, hydrants and services;
2. Supervises the construction and installation of extensions to the water system;
3. Directs the installation and replacement of water meters;
4. Consults with the City Engineer on technical problems;
5. Makes sketches of proposed alterations to the water system;
6. Supervises the investigation and repair of leaks;
7. Supervises the maintenance, inspection, repair and painting of fire hydrants;
8. Reviews repair and installation records of distribution system;
9. Keeps time and material records of work assignments;
10. Responds at all times to emergency repair calls.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the common practices, tools, terminology and equipment involved in the construction, maintenance and repair of a municipal water distribution system; good knowledge of the principles of hydraulics as they relate to water distribution systems; good knowledge of the safety precautions exercised in such work; good knowledge of the principles and practices involved in the construction of water distribution systems; ability to make rough draft plans and sketches of changes and extensions in the water distribution system; ability to supervise, plan, organize and direct the work of others; ability to understand and carry out complex oral and written directions; willingness to respond to emergency situations; mechanical aptitude; physical condition commensurate with the demands of the position.

SUGGESTED PROMOTIONAL QUALIFICATIONS:

Two (2) years of permanent competitive status as an Assistant Water Maintenance Supervisor or seven (7) years of permanent non-competitive status as a Senior Water Maintenance Worker in the North Tonawanda Water Department.

MINIMUM QUALIFICATIONS: Seven (7) years of full-time paid experience in plumbing or in the maintenance of water or sewer distribution lines.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT AND FOR DURATION OF EMPLOYMENT:

1. Possession of a valid NYS CDL class B drivers license;
2. Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary.