

## **WATER & WASTEWATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for maintaining a water and sewer system. The work is performed under administrative direction of the Town Engineer. Immediate supervision is exercised over all activities of the water and sewer departments.

### **TYPICAL WORK ACTIVITIES:**

Maintains and oversees the daily actions of the Town's SCADA system;

Makes frequent inspection of pumping plants, equipment, and reservoirs in order to check operations and execute repairs;

Takes or oversees of the taking of samples for bacteriological and chemical analysis;

Oversees the repair of water mains, hydrants, meters, and service pipes;

Plans for future water supply, taking into consideration population increases, industrial conditions, fire protection;

Investigates major complaints regarding the operation of the department;

Purchases repair parts and supplies;

Maintains maps, blueprints, and other departmental records;

Trains employees in meter, main, and service line repairs;

Oversees the clerical and business management activities of the department;

Directs water works construction projects;

Oversees meter reading preparation and collection of bills;

Coordinates bureau activities with the work of other public works departments and outside agencies;

Supervises all public sewer district operations in relation to the maintenance of sewers and lines;

Supervises and follows regular periodic program to inspect, clean, and maintain lines in all districts; as well as all pumps and chlorinating equipment;

Supervises and follows regular program for cleaning and maintaining grounds around pump stations;

Supervises in the installation of small sewer projects;

Supervises proper records of sewer maintenance;

Furnishes Town Engineer with budget information;

Supervises subordinate employees.

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

Thorough knowledge of tools, equipment, and terminology employed in these systems;

Good knowledge of the principles of hydraulics as related to water and sewer systems;

Good knowledge of computers and system controls;

Ability to read meters and make simple computation;

Ability to read blueprints;

Ability to plan and lay out the work of others;

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Ability to follow oral and written directions;

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma, and ten years of water and three years sewer system maintenance experience of which five years shall have been in the design, construction, or operation of a municipal water supply or sewer system.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of a public water treatment and purification plant operator's license, Grade 1B, issued by the State of New York Department of Health. Possession of a Grade D distribution system license, issued by the State of New York Department of Health.