

WATER AND SEWER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position involving responsibility for the operation of the municipal water and sewage treatment plants. Work is performed under general direction of the Town Supervisor, Village Mayor or other higher level position. Supervision is exercised over the employees of all component water and sewer districts. Performs a related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and directs the operation of the municipal water and sewage treatment systems;
Establishes policy and operating procedures for municipal water and sewage treatment plant;
Oversees the reading and repair of water meters;
Confers with the Engineer on complex problems;
Oversees daily testing of chlorine residual in water supply;
Grants permits to private plumbers for making taps to water and sewer lines;
Approves and participates in the preparation of requisitions and specifications for materials and supplies;
Corresponds with manufacturers and supply firms on equipment and supply items;
Oversees the compilation of operating statistics and preparation of formal activities reports;
Prepares annual budget requests;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the operation of the municipal water and sewage treatment plant operations; comprehensive knowledge of the standard tools, equipment and operating practices in water and sewer maintenance activities; thorough knowledge of the municipality's responsibility in the operation of the water and sewer systems; high degree of administrative ability; ability to plan and supervise large-scale activities; ability to read blueprints; ability to maintain good public relations; initiative and resourcefulness; tact; good judgment.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a comparable diploma; and two (2) years of experience in responsible charge of a water and sewer treatment plant operation, one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS:

At the time of application, possession of the following valid certificates issued by the New York State Department of Health:

1. Grade II-A Water Treatment Plant Operator's certificate;
2. Grade II-A Sewage Treatment Plant Operator's certificate;
3. Grade D Distribution System Operator's certificate.

11/97; 11/05; 7/06; 1/09

Non-Competitive Class
[Village of Cold Spring]