

ASSISTANT WATER WORKS SUPERINTENDENT GRADE III

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Water Works Superintendent III, a person serving in this position assists in the direction of the overall operation of a small size water works system and in the performance of difficult maintenance and administrative work. This position assists in the responsibility for providing a continuous supply of potable water for the district or municipality. Supervision may be exercised over a small number of maintenance personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the maintenance and operation of a complete water system including pumping station and treatment plant;

Oversees the clerical and business management activities of the Water Department;

Assists in the supervision of the installation of water mains and services;

Makes simple water analyses to determine treatment;

Investigates major complaints regarding the operation of the department;

Prepares reports and statistical data;

Performs more complex maintenance tasks related to water facility equipment;

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

Makes up cost data;

Conducts water waste surveys;

Assists in the coordination of Water Department activities with the work of other public works bureaus, departments and outside agencies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance and repair of a water supply system; good knowledge of the principles of water treatment; working knowledge of the principles of administration; ability to plan and supervise the work of others; ability to handle official and public relations; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail, and database software; initiative and resourcefulness; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience where the primary function of the position is in the operation, maintenance, design or repair of water works facilities; including one (1) year which must have been in a supervisory capacity.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of an appropriate Water Treatment Plant Operator's certificate issued under the provisions of the New York State Department of Health. The appointing authority is responsible for ensuring that the appointee has and maintains the appropriate certificate at time of appointment and throughout employment.

Towns, Villages, Special Districts,
Cities of Rye and Peekskill
J. C.: Competitive
1a CSB1

Job Class Code: 0613