

## DISTRIBUTION SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a higher level position (e.g., Superintendent, Manager, Town Engineer, Town Supervisor, Town Board) incumbents of this position are responsible for the supervision and direction of work crews engaged in the operation, installation, maintenance, inspection and repair of a water distribution system serving 1,000 people or more. Responsibility also includes coordination of department activities with those of other departments or agencies. The incumbent is available for emergency service at all times. Supervision is exercised over personnel involved in maintenance and repair of the distribution system. Does related duties as required.

### EXAMPLES OF WORK: (Illustrative Only)

Organizes, schedules and maintains records of work crew assignments and attendance for all divisions of the Water District including Water Maintenance, Meters, Office and Garage;

Plans and directs the installation, maintenance, operation, inspection and repair of the water distribution system, consisting of water mains, service connections, valves, hydrants and appurtenant and other related facilities;

Supervises various water district programs such as the backflow device inspection program, water meter inspection and replacement program, leak detection program, and the annual fire hydrant flushing program;

Consults with water district or municipal management on policy and technical matters;

Supervises and is responsible for requisitioning of all materials used in the distribution department; reviews all records, and is responsible for the distribution department's inventory;

Supervises the preparation and filing of field sketches, makes corrections as necessary;

Recommends distribution system improvements to the supervising authority and/or the Town Board;

Reviews personnel time and attendance sheets for the water distribution unit;

Schedules, directs and may participate in location of valve boxes, curb stops, water mains, service lines, and discovery and location of leaks and main breaks;

Works closely with outside contractors regarding distribution system construction, operation and maintenance, and may review subdivision and site plans with developer for compliance with Town codes;

Reviews and edits GIS records and creates water utilities maps when requested by design consultants or engineers;

Prepares operating budget for department/division;

EXAMPLES OF WORK (Illustrative Only) (continued)

Supervises and conducts safety meetings and programs; is also required to be available at all times in case of emergency;

Monitors Water District compliance with all applicable regulations including those enacted by the Health Department and USEPA;

Responds to major complaints regarding billing, water quality and service issues;

Responds to the public and/or regulatory agencies during repairs and emergencies;

Coordinates the department's activities with those of other departments or divisions and furnishes manpower to those departments when requested;

Schedules and supervises code 53 markouts;

Supervises and/or participates in collection of water samples for analysis to observe water quality trends;

Prepares required data, reports and notifications including annual water quality and cost benefit analysis reports;

Responsible for the long range planning of water distribution system capital projects;

May prepare bids and specifications, analyze bids received and prepare recommendations for award of contracts;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the practices, tools, equipment and terminology used in the installation, maintenance, operation, inspection and repair of a water distribution system; good knowledge of regulations and codes relating to water supply safety principles, practices and procedures; good knowledge of mathematics; good knowledge of the laws and proper procedures related to occupational safety; ability to understand and carry out oral and written instructions; ability to plan, layout and supervise the work of others; ability to read and understand plans, sketches and written specifications; ability to draft plans and sketches; ability to prepare maps, graphs, charts and related materials through use of GIS software; basic understanding of hydraulics; ability to write reports; ability to secure cooperation of subordinates; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; dependability; initiative; sound 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 or graduation from trade school, possession of a Grade D Community Water Systems Operator Certificate issued by the New York State Department of Health and either:

- (a) a Bachelor's Degree\* and three (3) years of experience in the water distribution field, which involved preparation and interpretation of work orders, plans, sketches and material requisitions including or supplemented by two (2) years of experience which must have involved the supervision of lower level maintenance personnel and laborers; or
- (b) an Associate's Degree\* and five (5) years of experience as stated in (a); or
- (c) seven (7) years of experience as stated in (a); or
- (d) seven (7) years of construction experience in pipe laying and related areas, two (2) years of which shall have been at the supervisory level.

SPECIAL REQUIREMENTS:

1. At time of appointment, possession of a valid license to operate a motor vehicle in the State of New York. The appointing authority is responsible for verifying and ensuring that the candidate meets these conditions at time of appointment and throughout the course of employment.
2. The appointing authority is also responsible for ensuring that the incumbent maintains a current and valid Grade D Community Water Systems Operator Certificate issued by the New York State Department of Health at time of appointment and throughout the course of employment.

\*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.