

GENERAL SUPERINTENDENT
(Westchester Joint Water Works)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Manager (Westchester Joint Water Works), the incumbent of this position directs overall plant and distribution system operations, and is responsible for the planning, maintenance, operation, and coordination of work for both the water facility and distribution system. The incumbent will assume the duties of operating division supervisors in their absence and directs the activities of all or other divisions in the absence of the Manager, or when so ordered by the Manager. General supervision is exercised over the Chief Water Treatment Plant Operator Type IB Plant and the Distribution Superintendent, and indirectly over a substantial number of personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all activities at pump stations, treatment and laboratory facilities, storage tanks and pressure regulating facilities, including the preparation of work schedules and reports on operations;

Supervises all plant maintenance activities, including the scheduling of maintenance of all facilities;

Supervises the programming, operation and maintenance of SCADA (Supervisory Control and Data Acquisition) system to monitor and operate plants, booster stations, storage and distribution facilities;

Supervises the installation, maintenance, inspection and repair of the water distribution system, consisting of water mains, service connections, valves, hydrants, appurtenances and other related facilities;

Reviews written reports prepared by the Chief Water Treatment Plant Operator and Distribution Superintendent regarding operations and regulatory compliance, including Monthly Water System Operation Reports;

Plans a preventative maintenance program and schedules same;

Participates, with Manager and Business Director, in long range planning of water distribution system and capital improvement projects;

Participates in discussions with Manager, consultants and vendors regarding planning system improvements;

Assists engineering personnel in the design and construction oversight of system improvements including participation in preparation of plans; inspection of construction; resolving construction issues encountered in the field

Participates, with Manager and Business Director, in preparation of the annual operating budget;

Issues, receives and analyzes bids related to system improvement construction and design;

EXAMPLES OF WORK (Illustrative Only) (Cont'd.):

Reviews requisitions and payment claims for accuracy and recommends payment to Manager;

Maintains distribution system maps, plans and records;
Conducts field studies, surveys and tests for compliance;

Oversees and schedules safety and health training for employees to ensure a safe working environment;

Reviews Westchester Joint Water Works procedures and policies and recommends changes to the Manager as necessary;

Reports directly to the Manager and confers with him/her on various plant and distribution operation issues;

Acts for Manager in his/her absence;

On call, to respond to emergencies such as fires, main breaks, power failures, etc.

Attends Board of Trustee meetings and meets with municipal officials to discuss important matters related to the water plant and distribution system;

May substitute for supervisory personnel during vacations, illness or other periods of absence, as required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance, inspection and repair of a water supply system; good knowledge of the principles and practices of water treatment and distribution; good knowledge of the operation and maintenance of centrifugal pumps, motors, gasoline and diesel engines and water treatment equipment; good knowledge of cost estimating; good knowledge of construction procedures and techniques; familiarity with accounting and budgeting procedures; ability to plan, direct and supervise the work of others; ability to assemble field data, analyze and interpret it, and make recommendations based upon it; ability to present data, reports and comments clearly and concisely in either oral or written form; ability to secure cooperation of subordinates; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as word processing, calendar, e-mail and database software; accuracy; reliability; initiative; resourcefulness; 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 and ten (10) years of experience in the water distribution and/or water treatment field, where the primary function of the position was the operation, installation, maintenance and repair of a water treatment or distribution facility, five (5) years of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year for year basis for up to four (4) years of the work experience described above. There is no substitution for the five (5) years of supervisory experience in the water distribution and/or water treatment field.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

SPECIAL REQUIREMENT: At time of appointment, possession of:

1. A current Water Treatment Plant Operator IB Certificate issued by the New York State Department of Health under the provisions of Subpart 5-4 of the New York State Sanitary Code
2. A current Grade D Community Water Systems Operator Certificate issued by the New York State Department of Health.