

WATER WORKS SUPERINTENDENT GRADE III

GENERAL STATEMENT OF DUTIES: Directs the overall operation of a small water works system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a water board or other governing body, the incumbent in this class performs difficult maintenance and administrative work for a relatively small water supply system. This position involves 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.

EXAMPLES OF WORK: (Illustrative Only)

Maintains and operates complete water system including pumping station and/or treatment plant;

Reads meters and transcribes records to a general ledger;

Makes installations of new service lines;

Installs, removes and repairs meters;

Inspects and repairs water connections for leaks and surveys;

Investigates complaints of leaks, service and high connection;

Keeps all water records as to amount of water purchased and amount used;

Makes frequent inspections of pumping plant equipment and reservoirs in order to check operations;

Collects water rents and accounts for all monies received;

Makes reports and answers correspondence;

Supervises the work of water maintenance personnel;

Purchases supplies;

Takes water samples for bacteriological and chemical analysis, where treatment is involved.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles, practices, tools, equipment and terminology used in the operation, maintenance and repair of a small water supply system; good knowledge of the principles of water treatment; good knowledge of the principles of administration; mechanical aptitude; ability to think clearly in emergencies; ability to supervise the work of others; initiative and resourcefulness; dependability; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from a high school or possession of a high school equivalency diploma and three (3) years of experience in the operation and/or maintenance of mechanical or plumbing facilities; or (b) completion of grammar school and seven (7) years of experience in the operation and/or maintenance of mechanical or plumbing facilities; or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of an appropriate Water Treatment Plant Operator's Certificate issued under the provisions of the New York State Sanitary Code is required if the Superintendent is the responsible operator of the water treatment facilities.

Jurisdiction	Facility Type
Amawalk-Shenorock Water District	2A
Cortlandt (Town of)	C
Harrison (Town/Village of)	2B
North Castle (Town of)	2B
Thornwood Water District	2B
Towns, Village Cities of Peekskill & Rye, Special Districts	
J. C.: Competitive	Job Class Code: 0603
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