

ASSISTANT SUPERINTENDENT OF OPERATIONS-
SEWER SERVICE AND MAINTENANCE

Code No. 3-14-265

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position assists in the direction and guidance of overall sewer district operations for a Town. The Assistant Superintendent assists in planning new facilities, and overseeing the construction of utilities in accordance with the district's standards and specifications. General supervision is exercised over repair and maintenance staff in the servicing and maintenance of sanitary and storm sewer collector systems. Work may, on occasion, involve assisting crews perform manual labor and involve nights and weekends. The Assistant Superintendent reports directly to and works under general supervision from the Superintendent. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Keeps a variety of records including attendance, work performed, hours of labor, payroll, and other activities;

Consults with Superintendent regarding work to be done and provides feedback regarding problems;

Monitors sewer construction and repairs to ensure professional workmanship and the use of quality materials in conformity with plans, sanitary codes, engineering specifications and safety requirements;

Ensures coordination and cooperation with staff of the various departments in the Town as related to sewer maintenance and repair activities;

Supervises maintenance and repair crews;

Trains employees regarding proper methods of maintenance and repair, new techniques, safe working practices, and record systems;

Assists the Foreman in planning and scheduling work;

Gathers and organizes data, and prepares related reports;

Develops, implements and assures compliance with an employee safety program;

Serves as acting superintendent as directed.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the methods and techniques of sewer maintenance and repair; good knowledge of the use, care and maintenance of sewer construction and maintenance equipment, materials, and tools; good knowledge of the rules and regulations

governing sewer use; supervisory ability; ability and willingness to perform physical labor when required; ability to read and understand sanitary and storm sewer location maps; ability to keep records; ability to gather data and prepare reports; ability to establish and maintain effective working relationships; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma; PLUS

(A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, Civil Technology, or a closely related field, plus two (2) years paid full-time or its part-time equivalent experience in construction, maintenance, or inspection of underground utilities; OR,

(B) Four (4) years of experience as defined in (A) above; OR,

(C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: Possession of a valid Class *5* operator's license issued by the State of New York at time of appointment.

Depending on the position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 18, 1991