

## SUPERINTENDENT OF WATER

Code No. 6-19-018  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a management position responsible for supervising and participating in the operation and maintenance of a water distribution and storage system for a town, village or special district. Duties include administering meter reading, billing and collection of water rents and other related tasks associated with a water distribution system. Utilizes a computer in the performance of duties. Direct and general supervision is exercised over maintenance and operations personnel. The employee reports directly to and works under general supervision of an administrator. The employee must be available to work on a 24-hour basis and be willing to work in inclement weather. 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.)

Supervises and participates in the operation, maintenance, upkeep and repair of water distribution lines;

Prioritizes work, schedules daily workload and instructs subordinates in the performance of their duties;

Assigns work to subordinates after receiving orders from water customers regarding such items as repairing residential meters, conducting tap-ins for new residential homes, and lowering curb boxes;

Directs work crews and participates in the repair of water main breaks, hydrant leaks, and new construction;

Conducts personnel-related activities such as interviewing candidates for employment, hiring, termination of employees (with approval of administrators), and supervises completion of work records such as timecards and worker's compensation forms;

Completes performance evaluations and establishes salary schedules for subordinate employees;

Acts as the site representative on new water line installations by outside contractors;

Interfaces with the public, the Monroe County Water Authority, Federal, State and local government agencies, including handling required notifications in emergency situations;

Supervises and participates in conducting chlorine tests to determine if level is appropriate and takes corrective action when necessary;

Supervises and participates in maintaining sewer mains and repairing blockages;

Maintains inventory of equipment, tools and materials;

Maintains records and maps of water lines, hydrant, valve and meter locations;

Develops and implements preventive maintenance programs for water lines and components;

Ensures work is performed within the limits of an approved budget;

Reports data related to the operation of the water distribution system to the Board and other governmental agencies utilizing a computer;

Attends Board meetings as requested;

Prepares operating and capital expense budgets.

Confers with and renders opinions to the Administrator or Board, industries and residents concerning the water system;

Supervises and participates in the operation of various equipment inherent in water distribution and storage systems;

Makes daily inspections of machinery and equipment to ensure both are functioning properly;

Makes field inspections of water maintenance crews.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the methods, practices, procedures and equipment used in operating a water distribution plant; good knowledge of the principles of hydraulics, water main installation and repair; good knowledge of the operation and maintenance of chlorination and other disinfection equipment; good knowledge of the proper installation, repair and reading of water meters; good knowledge of the location, lay-out and repair of water lines and related appurtenances; working knowledge of the rules and regulations governing public water supplies; working knowledge of budget preparation; ability to supervise the operation and repair of water mains and related mechanical and electrical equipment; ability to conduct and oversee chlorine tests, determine if level are appropriate, and take corrective action; ability to supervise and instruct others; ability to read blueprints; ability to inventory and order supplies; ability to operate a computer in the performance of duties; ability to develop preventive maintenance programs; ability to prepare and monitor a budget; ability to communicate both verbally and in writing; ability to establish and maintain effective working relationships; mechanical aptitude; dependability; initiative; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Four (4) years paid full-time or its part-time equivalent experience in the operation and maintenance of a water distribution system, one (1) year of which must have included the supervision of others.

**SPECIAL REQUIREMENTS:**

Must possess Grades C and D Water Distribution System certifications issued by the New York State Health Department at the time of appointment, and maintain certifications throughout employment.

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

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** December 10, 1992

**REVISED:** September 4, 2003