

SUPERINTENDENT OF SEWER MAINTENANCE

Code No.: 6-19-062
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This supervisory position is responsible for the drainage and sewer service in a town, including the repair and maintenance of sanitary and storm sewers. The employee reports directly to, and works under the general supervision of a town board, Commissioner of Public Works, Town Supervisor, or other higher level staff member with wide leeway allowed for initiating and planning daily work activities. General supervision is exercised over maintenance mechanics, motor equipment operators and other similar staff. 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 the construction, maintenance and repair of sanitary and storm sewers;

Plans and schedules daily work assignments and designates work crews;

Represents department concerning drainage and sewer related matters with the general public;

Receives, investigates and takes appropriate action on sewer related complaints from the general public;

Supervises and inspects the installation of sewer projects by outside contractors on private property;

Supervises and assists with the stake-out of sanitary systems for sewer service requests;

Maintains inventory of supplies;

Reviews, advises, and/or approves sewer construction plans;

Confers with developers and consultants on layout of new sewer systems.

Ensures safe use and proper care of tools, trucks, and equipment and maintains equipment necessary for the maintenance and repair operations;

Develops annual operating report, capital expense budgets, annual house count, annual assessment role and annual operations budget for sewer districts in the town;

Attends board meetings and committee meetings as required;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of methods and techniques of sewer maintenance and repair; thorough knowledge of the use, care and maintenance of sewer construction and maintenance equipment, materials, and tools; good knowledge of street construction; good knowledge of New York State and Federal rules and regulations governing municipal sewer systems; good knowledge of New York State and Federal regulations regarding municipal storm drainage systems; working knowledge of budget preparation; working knowledge of accounting and record keeping procedures; supervisory ability; ability to designate and schedule work crews; ability to determine equipment and supply needs of the department; ability to effectively deal with the public; ability to establish and maintain effective professional 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 EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, Civil Technology, or Engineering Science plus three (3) years paid full-time or its part-time equivalent experience in the repair and maintenance of storm drainage systems and sanitary sewer systems two (2) years of which must have been in a supervisory capacity*; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus five (5) years paid full-time or its part-time equivalent experience in the repair and maintenance of storm drainage systems and sanitary sewer systems, two (2) years of which must have been in a supervisory capacity*; OR,
- (C) Seven (7) years paid full-time or its part-time equivalent experience in the repair and maintenance of storm drainage systems and sanitary sewer systems, two (2) years of which must have been in a supervisory capacity*.
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

*supervisory capacity, for the purposes of these minimum qualifications, involves typical duties such as assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and dealing with problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

SPECIAL REQUIREMENTS: 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 position.

ADOPTED: September 9, 1981
REVISED: October 20, 1983
REVISED: January 15, 2015