

SUPERVISOR OF DISTRIBUTION

Code No.: 3-14-067

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position at the Monroe County Water Authority responsible for maintenance of the water distribution system to insure uninterrupted water service. Employees are required to do extensive traveling throughout Monroe County Water Authority service area to inspect and supervise work at various job sites. The employee reports directly to and works under the general supervision of the Director of Engineering and Distribution with latitude allowed to exercise independent judgment in planning and assigning tasks. General supervision is exercised over department personnel. The job may require employees to work outdoors in inclement weather and to enter confined or restricted spaces including subgrade facilities. The employee must be available for emergency duty twenty-four (24) hours a day and works on a rotating basis on weekends and holidays periodically for the resolution of system problems related to the operation and maintenance of the distribution system. 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.)

Establishes priorities, plans and schedules daily work assignments of maintenance crews and service personnel;

Supervises directly major repair work;

Assists personnel as needed to solve more complex customer problems;

Checks work progress daily with foreman at job sites;

Makes hydraulic calculations relating to systems operations;

Assesses readiness of site for work to commence, kinds of equipment and materials needed;

Supervises and checks on preparation of reports and sketches of all work performed;

Assures subordinates' needs are met relating to accurate pay and time reports, grievances, tools, etc.

Enforces safety practices;

Assists in planning water main relocation by on-site evaluation of conditions;

Checks daily on contractor's work to safeguard Monroe County Water Authority facilities;

Reviews and/or prepares Annual Employee Evaluation Reports;

Reviews progress of Backflow Prevention Program;

Supervises construction of facilities;

Supervises directly major valve repair work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of water system operation and maintenance practices; thorough knowledge and understanding of appropriate safety practices; good knowledge of hydraulics as it applies to water system operation; good knowledge of water systems design; good knowledge of hydrant flow test procedures and data evaluation; good knowledge of surveying techniques; good knowledge of backflow prevention program; ability to exercise leadership, judgment and initiative to insure operation of water distribution system utilizing employees working at remote job site; ability to effectively represent needs of subordinates to superiors; ability to compile reports; ability to anticipate and prepare for problems encountered in work undertaken; ability to follow oral and written instructions and plans; ability to enter confined or restricted areas and maneuver in tight spaces; ability to maintain good relationships with customers, contractors, public agencies, the general public and employees; good judgment; integrity; willingness to work outdoors in adverse weather conditions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from high school or possession of an equivalency diploma, plus eight (8) years of paid full-time or its part-time equivalent experience in the construction, maintenance and service areas of a water distribution system; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Civil Engineering, plus six (6) years of paid full-time or its part-time equivalent experience as defined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Civil Engineering, plus four (4) years of full-time paid or its part-time equivalent experience as defined in (A); OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Water Distribution Systems Operator's license. Possession of license at completion of probationary period.
2. Possession of a New York State CDL class *B* Operator's license at the time of appointment.
3. If you are appointed, you will be required to have a valid license to operator a motor vehicle in

New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

4. Depending upon work locations, employees may be required to meet medical standards necessary for the use of a respirator and self-contained breathing apparatus.

Depending on 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.

REVISED: March 19, 1981

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