

## **WATER OPERATIONS SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for supervising the operation and maintenance of a groundwater supply and well system operated by a municipality. Work is performed under general direction of the Director of Utilities with wide leeway for independently performing the duties of the position. Supervision is exercised over other workers or attendants assigned to maintain the water operations system.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Participates in the interviewing and selection of new staff;

Assigns and schedules the work of staff assigned to the water operations function;

Reviews operating records and logs to identify problems and makes recommendations to correct problems;

Operates pumps, motors, compressors, machinery, and equipment used in connection with the operation of the groundwater supply and distribution system;

Provides training and direction to attendants and other staff assigned to the water operations system;

Conducts inspections of machinery and equipment to determine that everything is functioning properly;

Conducts chemical tests and periodic analysis of water samples;

Orders supplies and makes recommendations with respect to equipment purchases;

Updates Emergency Response Plan for water supply, as needed;

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Maintains a variety of records, logs, and reports relating to operation of the well and water distribution system;

Reviews and schedules service calls and responds to complaints from customers, as needed;

Schedules water main flushing throughout the municipality;

Supervises fire hydrant maintenance program;

Updates and maintains water system mapping;

Meets with engineers, the administrative board of the municipality, or other, to discuss unique problems or situations that arise in connection with water operations.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the operation and maintenance of pumps, valves, and related mechanical and electrical equipment; working knowledge of the principles and applications of physics, chemistry, and bacteriology as applied to water operations; skill in the operation and repair of pumps, valves, and mechanical/electrical equipment; ability to plan the work of others and provide direction; ability to present ideas clearly both orally and in writing; ability to understand and follow oral and written instruction; ability to understand and record data from gauges, scales, and meters; and mechanical aptitude.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and three years of experience in the operation of water treatment plant facilities and a valid New York State Driver's License.

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SPECIAL REQUIREMENT FOR APPOINTMENT: Eligibility for the appropriate Grade Water

Operations Certificate issued under the provisions of the New York State Sanitary Code.

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Last Reviewed: 8/7/02

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 4/5/2023