

WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for maintaining a continuous supply of potable water. Employees in this class lead in the construction, repair and maintenance of a water distribution system. The supervision of several laborers may be entailed. The work is performed under administrative direction. Immediate supervision is exercised over all activities of the department.

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.*

Makes frequent inspection of pumping plant, equipment, and reservoirs in order to check operations and execute repairs;

Takes water samples for bacteriological and chemical analysis;

Oversees the repair of water mains, hydrants, meters, and service pipes to consumer's premises;

Plans for future water supply, taking into consideration population increases, industrial conditions, and fire protection;

Investigates major complaints, regarding the operation of the department;

Purchases repair parts and supplies;

Maintains maps, blueprints, and other departmental records;

Oversees the clerical and business management activities of the department;

Directs water works construction projects;

Reads meters, prepares and collects bills;

Coordinates bureau activities with the work of other public works departments and outside agencies.

WATER SUPERINTENDENT**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Good knowledge of the principles of hydraulics as related to water distribution systems; thorough knowledge of tools, equipment and terminology employed in water distribution system; ability to read meters and make simple computations; ability to read blue prints; ability to plan and lay out the work of others; and ability to follow oral and written directions.

MINIMUM QUALIFICATIONS: Five (5) years of experience in the maintenance of a water system of which one (1) year shall have been in a responsible capacity in the design, construction, or operation of a water supply system, and completion of a standard high school course; or any equivalent combination of experience and training sufficient to indicate ability to do that work.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility where necessary, for a public water treatment and purification plant operator's certificate of requisite grade issued by the State of New York.