

WATER AND WASTEWATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, directing, and supervising the activities of the water and wastewater treatment plant facilities operated by a municipality, including actual operation of treatment plant facilities.

Work is performed in accordance with general policies established by the legislative body.

Supervision is exercised over all staff assigned to water and wastewater treatment operations.

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.*

Prepares work schedules and assigns staff to work duties;

Conducts performance evaluations of staff, resolves disciplinary matters, and performs traditional supervisory duties;

Prepares purchase orders and assists in writing specifications for bid purchases;

Acts as liaison with regulating agencies to insure compliance with regulating requirements;

Establishes safety guidelines and procedures;

Conducts orientation and training of staff;

Directs the installation, repair, and maintenance of water mains, gates, valves, drains, sewers, catch basins, hydrants, pumps, machinery and equipment;

Conducts tests of water and/or wastewater;

Makes necessary tests for control of plant operations;

Maintains a variety of records, reports, and files relating to water or wastewater treatment operations.

WATER AND WASTEWATER SUPERINTENDENT**Page 2**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the practices used and the equipment required in the operation and maintenance of a wastewater treatment plant; working knowledge of the principles and applications of physics, chemistry and bacteriology as applied to wastewater treatment and disposal; skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control plant operation; ability to understand and carry out oral and written instructions; mechanical aptitude; alertness; and dependability.

MINIMUM QUALIFICATIONS:

At the time of appointment candidates must meet the appropriate minimum Assistant/Shift Operator qualifications for the plant type and treatment processes used at the particular plant(s) to be operated. The minimum Assistant/Shift Operator qualifications are set forth in 6 NYCRR 650.