

## **SUPERINTENDENT OF WATER AND SEWAGE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position involving responsibility for maintaining a continuous supply of potable water and disposal of sewage in a village. An employee in this class has responsible charge of the construction, operation, maintenance, and repair of municipal water distribution and sewage collection and treatment systems. Work is performed in accordance with general policies established by the Village Board with wide latitude for independently planning and directing projects and daily activities. Supervision is exercised over all subordinate Water and Sewer Department personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Supervises the operation of the village water treatment plant and sewage treatment plant;
- Directs the installation, repair and maintenance of water distribution and sewage collection lines;
- Supervises the maintenance of and repairs to water and sewer system facilities and equipment;
- Plans and oversees the extension and repair of water distribution and sewage collection system lines;
- Supervises and performs tests for bacteriological and chemical analyses of water and sewage for control of treatment plant operation;
- Receives and investigates complaints from village residents regarding water or sewer service;
- Analyzes industrial and population trends, building activity and potential fire protection needs in planning for present and future village water needs;
- Purchases supplies and equipment needed for efficient and continuous treatment plant and system operation;
- Prepares budget requests for the department;
- Bills and collects water and sewer taxes;
- Maintains records and prepares reports related to the work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of the modern methods and practices used in the construction, operation, maintenance, and repair of municipal water and sewer systems; thorough knowledge of the operations of water and sewage treatment plants; good knowledge of modern business administration procedures; ability to plan and supervise the work of others; ability to comprehend and follow complex oral and written instructions; ability to prepare and maintain records and reports; ability to establish and maintain cooperative relationships with others; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and

**Either (A)** A New York State Professional Engineer's License;

**Or (B)** Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelor's Degree in engineering, natural science or related field and two years of supervisory experience in the design, construction, operation maintenance or repair of a municipal water or sewer system;

**Minimum Qualifications cont'd.**

- Or** (C) Graduation from a regionally accredited or New York State registered two-year college with an Associate Degree in Applied Science and four years of experience in the design, construction, operation maintenance or repair of a municipal water or sewer system two of which must have been in a supervisory capacity;
- Or** (D) Six years of experience in the design, construction, operation maintenance or repair of a municipal water or sewer system two of which must have been in a supervisory capacity;
- Or** (E) An equivalent combination of experience and training as defined by the limits of (A), (B), (C), and (D) above.

- NOTE:**
- 1.) If the position involves responsibility for the actual operation of a water treatment plant, possession of the appropriate level Water Plant Operator Certificate issued under the provisions of the New York State Sanitary Code is required at time of appointment.
  - 2.) If the position involves responsibility for the actual operation of a sewage treatment plant, possession of the appropriate level Sewage Treatment Plant Operator Certificate issued under the provisions of the New York State Environmental Conservation Code is required at time of appointment.
  - 3.) If the position involves responsibility for the actual operation of a water distribution system, possession of a Distribution System Operator Certificate issued under the provisions of the New York State Sanitary Code is required at time of appointment.