

WATER OPERATIONS SUPERVISOR

**GENERAL STATEMENT OF DUTIES:** Has responsibility for supervision over the administrative staff of a municipal water department; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the Water Department which involves supervision of clerical staff, coordinating customer service and account keeping activities. This employee performs both technical and clerical functions in support of the delivery of potable water. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

- Assists in the direction of various activities concerned with the village water distribution system including taking water samples for testing;
- Assists in the inspection of pumping plant, equipment and reservoirs in order to check operation and execute repairs;
- Has the responsibility over clerical operations, including filing, preparation of reports, etc.;
- Oversees the account keeping, bookkeeping and purchasing of parts and supplies;
- Assists in the billing, collection and maintenance of water consumers' accounts;
- Oversees and inspects contractor's dig sites for any interaction with the water system;
- Investigates complaints and maintains proper customer relations;
- Maintains records and submits reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles of hydraulics as related to water distribution systems; good knowledge of tools, equipment and terminology employed in water supply and distribution systems; ability to read meters and make simple computations; ability to read blueprints; ability to plan and supervise the work of others; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma **and** one year of experience in reading or repairing water meters or a clerical position involving utility billing and account keeping.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

- (A) Eligibility for an appropriate level New York State Motor Vehicle Operator's License at time of application. Possession of the license at time of appointment.
- (B) Eligibility for a Grade D certification for the maintenance of a water distribution system at time of application. Possession of certificate at the time of appointment.