

## **ASSISTANT WATER & WASTEWATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists in directing the technical activities and operations of a water and wastewater system. The work is performed under the general supervision of the Water and Wastewater Superintendent. Supervision is exercised over all activities of wastewater operations in relation to the maintenance of sewers and lines and all personnel involved with the operations and/or maintenance of water and wastewater systems. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in planning and assigning daily work assignments for the several work crews;

Supervises and participates in major work projects such as installing water services and in the installation and repair of water mains, hydrants, meters, and service pipes;

Maintains and oversees the daily actions of the Town's SCADA system;

Schedules and directs water sampling requirements for bacteriological and chemical analysis;

Assists in planning for future water supplies, taking into consideration population increases, industrial conditions, fire protection;

Investigates complaints regarding the operation of the department;

Keeps inventories on materials and equipment; purchases repair parts and supplies;

Maintains maps, blueprints, and other departmental records; Supervises proper records of wastewater maintenance;

Trains employees in meter, main, and service line repairs and construction;

Oversees meter reading preparation and collection of bills;

Assists in coordinating work with other town departments and outside agencies;

Oversees and participates in a regular program to inspect, clean, and maintain lines as well as pumps and chlorinating equipment;

Assists in the preparation of the annual budget;

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles of hydraulics as they relate to water distribution systems and tools, equipment, and terminology employed in water distribution and wastewater systems;  
Good knowledge of the principles of hydraulics as related to water and wastewater systems;  
Good knowledge of the geography of the Town in reference to water systems;  
Good knowledge of computers and system controls;  
Ability to read meters and make simple computation;  
Ability to read blueprints;  
Ability to plan and lay out the work of others;  
Ability to act quickly in any emergency;  
Ability to follow oral and written directions;  
Resourcefulness; initiative; reliability;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Possession of a New York State Water Operator's License, Grade IIB issued by the State of New York Department of Health;
- B) Possession of a Grade D distribution system license, issued by the New York State Department of Health;

**SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:**

Possession of the appropriate motor vehicle operator license.