

Jurisdictional Class: Competitive
Non-Competitive*
*Check Appendices for individual Civil Divisions
EEO Category: Skilled Craft
Revised: 01/13/2025

WATER & SEWER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the operation, repair, and maintenance of a town or village water distribution and sewage collection system. Depending on the systems in the respective town or village where the position exists, the incumbent supervises and participates in the operation of a water and wastewater treatment plant or pumping station, and in the construction, maintenance and repair of water and sewer lines. The work is performed under the administrative direction of the Town Supervisor or Village Mayor, in accordance with established policy. Wide leeway is allowed in planning details of the work. Supervision is exercised over a small number of subordinate water distribution and sewage collection system department personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Makes frequent inspection of water and wastewater plants and equipment, in order to check operations and execute repairs;
Supervises, and participates in, the operation of the plants to assure the most economical and efficient use of equipment, supplies, and staff;
Performs necessary tests for control of plant operations;
Plans, and oversees, the repair and service of water and sewer lines;
Supervises the repair of water mains, hydrants, meters, and service lines to consumers' premises;
Orders or purchases materials and supplies;
Enforces water and sewer use ordinances;
Reports to the Town or Village Board on water and sewer related issues;
Issues water and sewer service connection permits;
Maintains water and sewer system operating records;
Plans and supervises workers in the excavation, repair and maintenance of water and sewer mains and lines;
Installs, repairs and resets valves, meters, pumps, and related equipment;
Supervises, and participates in, making taps on water and sewer mains for customer service and the installation of valves, gates, and fire lines;
Assists Town or Village Board in developing annual district operating budgets;
Maintains records of physical facilities such as maps, plans, equipment specifications, equipment and facilities operating manuals, etc.;
Collects water samples and coordinates testing, as required;
Investigates water system leaks, and takes appropriate corrective action;
Coordinates, and inspects, new water service installations to ensure conformance with standards;
Maintains hydrants including exercising valves annually, winterization, maintains accessibility (brush and snow removal), coordinates repair and replacement, as required;
Paints, as required;
Collects wastewater samples, and coordinates testing, as required;
Maintains records and prepared periodic reports of the operation of the plants;

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TYPICAL WORK ACTIVITIES: (Continued)

Coordinates, and inspects, new sewer service installations to ensure conformance with standards;
May supervise customer billing including coordination with billing clerk;
May read water meters monthly for industrial and commercial users, quarterly for residential users.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and procedures involved in the operation and maintenance of water and wastewater treatment plants; good knowledge of the tools, equipment, and terminology used in the repair and maintenance of water and sewer systems; good knowledge of the principles and applications of physics, chemistry and bacteriology, as they relate to water purification and sewage treatment and disposal; ability to plan and supervise the work of others; ability to make routine laboratory and field tests for control of plant operations; ability to make routine laboratory and field tests for control of plant operations; ability to read and interpret sketches and blueprints; ability to follow oral and written directions; ability to maintain records and prepare reports.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of Associate's degree in construction technology, engineering technology, engineering science, water and wastewater technology or a closely related field **AND** two (2) years of experience in the operation and maintenance of water and wastewater treatment plants and distribution and collection systems; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience in the operation and maintenance of water and wastewater treatment plants and distribution and collection systems;

SPECIAL REQUIREMENTS:

1. Depending on the Town or Village system, possession of appropriate grade certificates for operation of water and wastewater plant(s) issued by the NYS Health and Environmental Conservation Departments at time of appointment. Possession of an appropriate NYS Operator's License at time of appointment. Possession of a Grade D Distribution Operator's Certificate issued by the NYS Health Department at time of appointment.
2. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/13/1985
Revised: 09/25/1996, 03/26/1998, 01/13/2025.