

WATER AND WASTEWATER MAINTENANCE SUPERVISOR

LOCATION: Town of Owego
CLASSIFICATION: Competitive
SALARY: To be determined
ADOPTED: 10/30/98; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is important technical work involving responsibility for planning, supervising and participating in the maintenance and repair of municipal water distribution and wastewater collection systems. The work also involves the performance of a variety of semi-skilled tasks in connection with the construction, maintenance and repair of water mains, services, hydrants and sewer lines. Work is performed under the general supervision of the Director of Utilities. Direct supervision is exercised over the work of laborers, motor equipment operators and other staff assigned to these functions. Due to the nature of the work, the incumbent may be required to be on call weekends, holidays and evenings. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises and participates in the maintenance, repair and installation of water mains, valves and hydrants;
- Supervises and participates in the maintenance, repair and installation of sewer lines, pump stations and force mains;
- Prepares plans for major repairs and/or construction and procures appropriate resources and materials upon approval from the Director of Utilities;
- Supervises and participates in the maintenance of vehicles, heavy construction equipment and other tools;
- Reports to the Director of Utilities and makes recommendations regarding major repairs, equipment replacements and system modifications;
- Schedules and assigns inspections of pump stations and reservoirs for proper operation;
- Assigns and monitors maintenance and construction operations to assure compliance with appropriate quality standards and safety regulations;
- Maintains regular inventory of supplies and construction materials and tools;
- Operates truck, tractor, backhoe and other types of motor equipment;
- Conducts personnel evaluations and reports to the Director of Utilities on performance and disciplinary issues;
- May perform duties related to building and grounds keeping at the water and wastewater treatment plants.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools and equipment used in the installation, maintenance and repair of water mains, services, hydrants and valves; good knowledge of the practices, tools and equipment used in the installation, maintenance and repair of sewer collection systems; knowledge of the principles of hydraulics as they relate to water distribution and wastewater collection systems; knowledge of OSHA procedures for Confined Space Entry and trench excavation safety; ability to service and make repairs to assigned construction and motor equipment; ability to read plans and sketches; ability to supervise the work of others; ability to establish and maintain cooperative working relationships with others; mechanical aptitude; willingness to respond to emergencies; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a general equivalency diploma **AND** three (3) years of full-time paid experience or its part-time equivalent in water and sewer pipeline system maintenance and repair experience.

SPECIAL REQUIREMENT:

Possession of an appropriate level New York State Commercial Driver's License will be required at time of appointment.

Possession of a New York State Class D Water Distribution System Operator's License will be required at time of appointment.