

SUPERINTENDENT OF WATER AND SEWER SYSTEMS

DEPARTMENT: Town of Owego; Village of Waverly
CLASSIFICATION: Competitive
SALARY GRADE: To Be Determined
ADOPTED: Issued 5/94; Revised 9/99, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position which requires the incumbent to supervise the operation of sewage treatment plants, water treatment plants, and water & sewer billing. Direct supervision is exercised over subordinates. Supervision is received from the Town or Village Board, with broad leeway for exercise of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and administers water and sewer budget;
- Insures compliance with State and Federal permit regulations and safety programs;
- Investigates service complaints of water and sewer users;
- Reviews plans and specifications for new development;
- Prepares specifications for the purchase of equipment and materials and reviews bids for same;
- Supervises and plans upgrading of sewage treatment plants and water plants;
- Supervises and plans replacement of repair of water and sewer lines, valves, hydrants and services;
- Supervises sampling of water to meet Department of Health regulations;
- May work with Deputy Superintendent to plan daily work schedules;
- Reviews and evaluates water reports;
- Attends board meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of hydraulics, as related to water and sewer treatment plants and distribution systems; thorough knowledge of tools, equipment and terminology used in water and sewer treatment plants and distribution systems; ability to read and draft plans and sketches; ability to plan and direct the work of others; ability to prepare reports; ability to secure cooperation from subordinates; thorough knowledge of methods of processing waste water and the treatment and disposal of sludge; ability to prepare and administer budgets; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered college or university with a bachelors degree in Civil Engineering and four (4) years of water and sewer maintenance experience – two (2) years of which were in a supervisory capacity; or
- b) Graduation from a regionally accredited or New York State registered college or university with an associates degree in Civil Engineering or completion of 60 credit hours in such and six (6) years of water and sewer maintenance experience – three (3) years of which were in a supervisory capacity; or
- c) Graduation from High School or possession of a High School Equivalency Diploma and eight (8) years of water and sewer maintenance experience – four (4) of which were in a supervisory capacity; or
- d) An equivalent combination of training and experience as defined in a), b) and c).

**** Possession of New York State IIB Water and IIA Sewer License is required prior to appointment.**

