

Jurisdictional Class: Competitive
Adopted: July 8, 1993
Revised: April 23, 2010

ASSISTANT WATER AND WASTEWATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the planning and directing of the activities of the water and wastewater department in accordance with the general policies outlined by the Town Board. Work is performed under the direct supervision of the Water and Wastewater Superintendent or Director of Water and Wastewater Utilities with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assigns and supervises the work of personnel engaged in maintenance, repair, and operation of water and wastewater treatment plants and distribution systems;

Leads, assists, and participates in the installation, repair, and maintenance of water mains, gates and valves, sewers, manholes, hydrants, and pumps;

Participates in planning various construction and maintenance of water distribution and wastewater disposal projects with the Superintendent and/or Director;

Leads, assists, and participates in the day-to-day operation of the water and wastewater disposal plants and distribution systems;

Fills in for Water and Wastewater Superintendent when absent;

Directs the agency operations in the absence of both the Water and Wastewater Superintendent and the Director of Water and Wastewater Utilities;

Fills in when necessary for various water and wastewater personnel;

Provides a direct link between the water and wastewater employees and the Water and Wastewater Superintendent and/or the Director;

Coordinates and directs preventive maintenance program on vehicles and equipment;

Enforces and coordinates the Town's Safety policies, assesses and recommends changes, additions, and alterations of safety procedures;

Enforces adherence to USDOT regulations regarding operation of vehicles/equipment by employees in safety sensitive positions including oversight of employee adherence to related drug and alcohol rules;

Assists, coordinates and oversees the maintenance and repair of fire hydrants;

Interacts with agencies regarding adherence to rules and regulations relating to the provision of treated water to the general public, the operation of wastewater treatment facilities, and the controlled handling of wastes involved in treatment operations;

Interacts with agencies and personnel who are working in regulated and potentially hazardous conditions relating to asbestos handling, removal, and abatement to ensure proper licensure, regulatory responsibility, and legal requirements;

Receives and investigates problems and complaints from consumers related to operations and activities of department personnel and policies related to operations and activities of the department;

Resolves confrontational situations with employees and/or customers in the course of day-to-day activities;

Makes periodic reports to the Water and Wastewater Superintendent and/or the Director on all activities and confers with Superintendent and/or Director on needs of the department.

Assistant Water and Wastewater Superintendent

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of wastewater and water distribution system construction and maintenance procedures and practices;

Working knowledge of the tools, terminology, procedures, equipment, and safety precautions, policies, and procedures used in such operation and maintenance;

Good knowledge of water treatment and wastewater disposal plant operations;

Good management skills.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in water and sewer construction, operation and/or maintenance of water and wastewater systems; one (1) year of which must have been in a supervisory capacity.

SPECIAL REQUIREMENTS: If in charge of the operation of a plant, possession of appropriate Water and/or Wastewater Treatment Plant Operator's Certificate(s) of a grade appropriate to the facilities as determined by the New York State Health Department and the New York State Environmental Conservation Department at time of appointment.