



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Water & Wastewater Superintendent**
Jurisdictional Class: Competitive
Civil Division: Town of Sennett
Adoption: CSM 06/12/14
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent has responsible charge of the water and wastewater activities in the town and does various duties pertaining to the responsibility for construction and maintenance of water and wastewater infrastructure. The work is performed under the general supervision of the town board. The Superintendent supervises subordinate employees in the water and wastewater functions.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, supervises and participates in the construction, extension and maintenance of water and wastewater infrastructure;
Supervises and participates in the operation and maintenance of water and wastewater pump stations;
Supervises and participates in the extension of sanitary sewers and water lines;
Directs and participates in water and wastewater facility repairs;
Responsible for the care and maintenance of tools and equipment;
Makes recommendations to the Town Board regarding major projects and the need for materials, equipment and manpower;
Keeps records of water and wastewater activities;
Prepares reports to the Town Board, Public Health Department and Department of Health;
Assist in the training of subordinate employees;
Inspects pumping stations and storage tanks frequently to ensure proper operation;
Keeps Town Clerk informed on billing information;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles, practices and equipment used in the construction and maintenance of wastewater and water lines and related infrastructure;
Good knowledge of practices and equipment involved in the operation and maintenance of water and wastewater infrastructure;
Good knowledge of the tools, equipment and terminology used in the repair and maintenance of the town's water and wastewater distribution systems;
Ability to plan and supervise the work of others;
Ability to follow oral and written instructions;
Ability to maintain records and prepare reports;
Ability to work unscheduled hours when the need arises;
Good judgment and initiative.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of high school equivalency diploma, **and**
- (B) 3 years of experience in a water and wastewater system or equivalent combination of experience and training sufficient to indicate the ability to do the job.

SPECIAL REQUIREMENT(S):

Must possess appropriate level distribution system's operator certificate issued by the New York State Department of Health at time of appointment.