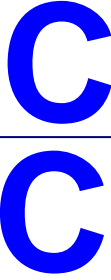




**CAYUGA  
COUNTY**

F:\Civil\JobSpecs\Assistant  
Water Superintendent



An Equal Opportunity - Affirmative Action Employer

# CIVIL SERVICE COMMISSION

<b>TITLE:</b>	<b>ASSISTANT WATER SUPERINTENDENT</b>
<b>JURISDICTIONAL CLASS:</b>	<b>NON-COMPETITIVE*** (***POPULATION LESS THAN 5,000)</b>
<b>CIVIL DIVISION:</b>	<b>TOWNS, VILLAGES</b>
<b>ADOPTION:</b>	<b>CSM</b>
<b>REVISED:</b>	<b>CSM                      1/8/03, 2/13/13</b>

**DISTINGUISHING FEATURES OF THE CLASS:**

Assists in the operation of a municipal water supply system; does related work as required. This is an important position involving responsibility for assisting in maintaining a continuous supply of potable water to a Town. Work is performed under the direction of the Water Superintendent. Supervision may be exercised over the work of subordinate employees.

**TYPICAL WORK ACTIVITIES: (Illustrative only)**

- Assists in supervising and participates in the operation, maintenance, and regulation of filter plant machinery and equipment;
- Assists in making frequent inspections of pumping plant equipment and reservoirs in order to check for safe and efficient operations;
- Assists in water main and hydrant maintenance activities;
- Assists in planning for future water supplies, taking into consideration population increases, industrial conditions, and fire protection;
- Takes water samples for bacteriological and chemical analysis;
- Assists in investigating complaints regarding the operation of the water system;
- Operates water softening and chlorinating equipment and machinery as required;
- Assists in directing major water works construction projects;
- Prepares reports and records as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

- Good knowledge of the principles of sanitation as they relate to the operation of a municipal water supply system;
- Good knowledge of the operation and maintenance of a modern water treatment plant;
- Good knowledge of the operation and maintenance of water distribution systems;
- Ability to plan and supervise the work of others;
- Initiative and resourcefulness;
- Sound judgment;
- Manual dexterity;
- Good physical condition.

**MINIMUM QUALIFICATIONS:**

Graduation from high school and satisfactory completion of an appropriate course of instruction approved by the Public Health Council as qualifying for an appropriate water treatment plant operator certificate, AND 6 months of satisfactory experience in the actual operation of a water treatment purification plant.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Possession of an appropriate certificate issued by the NYS Department of Health or Environmental Conservation at time of appointment, where such certificate is necessary.