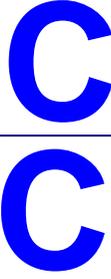




**CAYUGA
COUNTY**



An Equal Opportunity - Affirmative Action Employer

CIVIL SERVICE COMMISSION

F:\Civil\JobSpecs\Water Superintendent

TITLE:	WATER SUPERINTENDENT
JURISDICTIONAL CLASS:	NON-COMPETITIVE* *(Population less than 5,000)
CIVIL DIVISION:	TOWNS
ADOPTION:	CSM
REVISED:	CSM 12/9/81, 9/9/98

DISTINGUISHING FEATURES OF THE CLASS:

Has responsible charge of the municipal water supply system; does related work as required. This is a highly important position involving responsibility for maintaining a continuous supply of potable water. The work is performed under the direction of the town or village board. Immediate supervision is exercised over all activities of the department.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Supervises and participates in the operation, regulation, and maintenance of filter plant machinery and equipment;
- Makes frequent inspections of pumping plant equipment and reservoirs in order to check operations;
- Takes water samples for bacteriological and chemical analysis;
- Oversees water main and hydrant maintenance activities;
- Plans for future water supply taking into consideration population increases, industrial conditions, and fire protection;
- Investigates complaints regarding the operation of the water system;
- Personally directs major water works construction projects;
- May prepare monthly reports for Town Supervisor and Town Board on all water activities;
- Supervises reading of master water and sewer meters, then records flow;
- Notifies Town Clerk on information pertaining to billing.

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

- Thorough knowledge of the principles of sanitation as it relates to the operation of a municipal water supply system;
- Thorough knowledge of the operation and maintenance of a modern water treatment plant;
- Thorough knowledge of the operation and maintenance of water distribution systems;
- Ability to plan and supervise the work of others;
- Ability to handle official and public relations;
- Initiative and resourcefulness;
- Good judgment;
- Good physical condition.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a standard high school and completion of a course of instruction in water purification or treatment approved by the public health council as qualifying for this grade, AND 1 year of satisfactory experience in a water purification or treatment plant; OR
- (B) Completion of a course of instruction in water purification or treatment approved by the public health council as qualifying for this grade AND 3 years of satisfactory experience in a water purification or treatment plant; OR
- (C) Any equivalent combination of experience and training sufficient to indicate ability to do the work.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

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

TOWN
OWASCO

CERTIFICATE
II A & D

TOWN OF SENNETT:

Possession of Distribution Systems Operator certificate issued by the New York State Department of Health at time of appointment.