

ASSISTANT WATER AND WASTEWATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Water and Wastewater Superintendent in the construction, operation and maintenance of the water and wastewater systems. These duties involve responsibility for assisting the Superintendent in the over-all planning and directing of the activities of the water and wastewater department in accordance with the general policies outlined by the Board of Water and Wastewater Commissioners. An employee in this class acts for and in place of the Water and Wastewater Superintendent in the latter's absence. Supervision is exercised over a number of subordinate employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists in the construction and maintenance of water distribution and wastewater disposal projects;
Assists in the installation, repair and maintenance of water mains, gates and valves, storm drains, sewers, manholes, catchbasins, hydrants, and pumps;
Has charge of the operation of the water and wastewater disposal plants;
Supervises and participates in the maintenance and repair of fire hydrants;
Prepares various periodic reports on the water and wastewater department's activities;
Requisitions materials necessary in the department's activities;
Assumes charge of the department in the Superintendent's absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of wastewater and water system construction and maintenance practices; good knowledge of water treatment and wastewater disposal plant operation; good knowledge of the principles underlying the management of a water and wastewater department; ability to plan and supervise the work of others; good address; initiative and resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) One year of experience in the operation and maintenance of a water and wastewater distribution system and meet the minimum qualifications to be eligible for the applicable water and wastewater operator's *license; or
- (b) Three years of experience in the plumbing field, graduation from high school, and meet the minimum qualifications to be eligible for the applicable water and wastewater operator's *license; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Eligibility for applicable wastewater and water treatment operator's certificate issued by the State of New York.

NOTE: *License is not required if a licensed operator is providing this service.

