

Department: In Village of Port Henry  
Classification: Non-Competitive (Pending SCS Approval)  
Grade: \_\_\_\_\_

SPEC DISK 13  
DOCUMENT 74

DEPUTY SUPERINTENDENT OF WATER AND STREETS

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of the Mayor and the Village Board of Trustees, the work involves responsibility for the maintenance and operation of a municipal water supply system and the keeping of village streets in proper repair. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

The examples of work demonstrate a wide range of many fields of experience and not restricted to one field of expertise.

Makes frequent inspection of pumping plant, equipment and reservoirs in order to check operations and determine need for repairs;

Takes water samples for bacteriological and chemical analysis;

Works on and oversees the repair of water mains, hydrants, meters and service pipes to consumers' premises;

Investigates complaints regarding the operation of the department;

Supervises and participates in the construction, patching and repair of streets;

Supervises in the removal of snow, plowing and the sanding of streets;

Oversees the servicing and repair of equipment and trucks;

Keeps time records for all employees;

Makes periodic reports to the Village Board on the operation of the Department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of tools, equipment, and terminology employed in water distribution systems; good knowledge of street construction and maintenance methods and procedures; ability to read blueprints and carry them into effect; ability to plan and lay out the work of others; accuracy; honesty; courtesy and tact in dealing with the public; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

Three years of experience in the construction roads and maintenance of water systems and roads or related construction activities. Valid NYS DMV License.

Note: No experience in Water Systems operation is required in the Village of Port Henry.