

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: WATER SUPERINTENDENT

TITLE #: 1766

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the planning, supervising, inspecting and coordination of a municipal water purification and distribution system. Work is performed under general supervision in accordance with established policies and recognized technical procedures. Supervision is exercised over all activities and employees of the water department. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation of the plant to assure the most efficient and economical use of equipment, supplies and manpower;

Makes daily inspection of plant and plant machinery;

Makes or supervises necessary tests for control of plant operation;

Issues instructions for the regulation of chlorinators and chemical feeders;

Schedules and supervises the cleaning and washing of filters, if existing;

Supervises and instructs operators, trainees, and other subordinate employees;

Investigates complaints and maintains proper customer relations;

Repairs water mains, hydrants, meters, and service pipes to customer premises;

Reads meters, prepares and collects bills;

Conducts special studies for improvement of water quality and plant operations;

Maintains inventory of supplies, chemicals and equipment;

Requisitions materials;

Maintains records and prepares periodic reports on the operation of the plant.

WHEN ASSIGNED TO THE VILLAGE OF GREENWOOD LAKE:

Oversees the construction and maintenance of Village streets and parks.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common practices, tools and terminology and of the operation and maintenance of a water supply and distribution system; good knowledge of the principles and application of physics, chemistry and bacteriology as they relate to water purification; skill in the operation and repair of pumps, valves and related mechanical equipment; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to get along well with others; initiative and resourcefulness; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three months of satisfactory experience in the actual operation of a water treatment plant with facilities for the application to water of chemicals having direct health significance such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds or the process of dechlorination or any similar process and satisfactory completion of an appropriate course of instruction approved by the Public Health Council.

SPECIAL REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS: Eligibility for the appropriate grade and class certificate issued under the provisions of the New York State Sanitary Code.

JURISDICTIONAL CLASS: Competitive

REVISED: 12/5/68

REVISED: 6/15/84

REVISED: 6/23/92

REVISED: 1/9/97