



Superintendent of Water

Job Specification
Classification: Non-Competitive
Level: 1 of 1

DISTINGUISHING FEATURES OF THE CLASS: This is the stand-alone classification responsible for overall administration and technical oversight of the Water Treatment Plant, Water Distribution and Administration, the Sewage Treatment Plant, and the Hydroelectric Plant within the City of Watertown service area. Incumbent is responsible for overall operations, environmental and safety compliance as related to water, wastewater and hydroelectric systems. Work is performed under the general direction of the City Manager, with considerable leeway allowed for exercise of independent judgment in planning, organizing and directing the water, sewer and hydro program of the City in accordance with existing laws, regulations and policies. General supervision is exercised over the staff in the Water Treatment, Water Distribution and Administration, Wastewater Treatment, and Hydroelectric Plants. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises staff to include: prioritizing and assigning work, ensuring staff is trained, ensuring that employees follow policies and procedures, maintaining a healthy and safe working environment, and making hiring, termination, and disciplinary recommendations.
- Provides direct coordination with Federal and State regulatory agencies for the facilities; responsible to assure regulatory compliance for permits, licenses and required reports.
- Provides operational budget management for the facilities; examines expenditures and allocates resources; develops and implements the capital budget.
- Provides standardization between the facilities to leverage resources and personnel; may include equipment standardization and personnel cross-training.
- Oversees account receivables for water and wastewater services provided to residences and businesses.
- Responds to citizen complaints and inquiries regarding areas of operation.
- Coordinates with other City departments as required.
- Performs other duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Water, wastewater and hydroelectric operating systems principles and practices;
- Basic engineering principles and practices applicable to the design and operation of water and wastewater treatment plants, pumping stations, storage facilities, power generation facilities, and raw water intake utilities;
- Budgetary practices and principles;
- Applicable tools, equipment, materials, methods, and procedures used in water, wastewater and hydroelectric plant maintenance and operations;
- Customer service practices and principles;
- Report writing methods and techniques;
- Computers and applicable software programs.
- Federal and State regulatory regulations applicable to these facilities and systems.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

Ability to:

- Apply and explain Federal, State, and local regulations related to water, wastewater and hydroelectric systems;
- Read and interpret engineering plans and specifications and estimates for materials;
- Evaluate facilities and equipment for operational effectiveness and regulatory compliance;
- Troubleshoot and diagnose system problems;
- Use a computer and related software programs;
- Use English language, grammar, and punctuation correctly;
- Use applicable tools and equipment;
- Communicate using interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree or higher in Civil, Mechanical, Electrical, Chemical, Industrial or Environmental Engineering or closely related field and four (4) years of experience in water and/or wastewater process systems, two (2) of which must have been in a supervisory capacity; or
- (B) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associates' Degree in Civil Engineering Technology, Environmental Technology, Chemistry or closely related field and six (6) years of experience in water and/or wastewater process systems, two (2) of which must have been in a supervisory capacity; or
- (C) Possession of a New York State Professional Engineer's License and four (4) years of experience in water and/or wastewater process systems, two (2) of which must have been in a supervisory capacity; or
- (D) Four (4) years of experience as a Chief Operator of a Water Treatment Plant (IA Certification) or Chief Operator of a Wastewater Treatment Plant (4A Classification).

Note: One (1) year of graduate study in engineering may be substituted for one (1) year of the required experience.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Possession of a NYS Professional Engineering license at time of appointment or attainment of licensure within three (3) years of appointment. City Manager has the purview/option to waive the requirement for the selected individual to obtain a PE.

Certifications or licenses must be maintained for continued employment.

Classification history:

Revised: 1/31/2012; 4/22/2016