



Water Distribution System Supervisor

Job Specification
Classification: Competitive
Series: Water Distribution
Level: 2 of 2

DISTINGUISHING FEATURES OF THE CLASS: This is the second level in the Water Distribution series and is responsible for supervising a 15 member maintenance and distribution team and preparing a draft annual budget for the same. Responsibilities include ensuring the safe, sanitary and efficient operation of the water distribution system, oversight and participation in the construction of new water distribution system installations and for the development and implementation of a water leak detection program, hydrant flushing program, and other sanitation programs. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Supervises and participates in water main installation and repairs, ensuring adherence to safety procedures and sanitary standards;
- Implements and oversees a leak detection program and performs field work using leak detection equipment;
- Oversees and participates in pressure testing and disinfection of the water mains and other water system components and ensures compliance with State health requirements and other applicable standards;
- Prepares leak survey reports noting special problems;
- Responds to and works with the general public regarding complaints about the water distribution system, individual water services or property damage complaints;
- Performs quality control and processing functions; inspects systems and connections for safety and sanitary standards and ensures compliance with local, state, or federal regulatory agencies;
- Supervises and participates in the cleaning and repairing of water storage reservoirs and tanks;
- Responds to and supervises emergencies related to breaks or after-hour service calls.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices in the operation of a municipal water distribution system;
- Methods, tools and terminology used in the installation and repair of a water distribution system;
- Safety practices and sanitary standards and requirements in the operation of a water distribution system;
- Supervisory practices and principles;
- Inspection and maintenance procedures related to water distribution equipment;
- Emergency response policies and procedures;
- Applicable local, state, and federal regulations;
- Customer service principles.

Ability to:

- Train and provide supervision and work assignments of staff;
- Assemble, organize, and analyze information and compute data promptly and accurately;
- Operate a computer and related software applications;

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

Ability to:

- Prepare reports and maintain records to assist with compliance with state and federal regulations;
- Follow oral and written instructions;
- 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: Either

- (A) Graduation from a regionally accredited college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree or higher in Engineering Science or construction or water sciences technology; or closely related field; and three (3) years of experience in the operation and maintenance of a distribution system serving 1000 or more people, two (2) of which shall have been in a supervisory capacity; or
- (B) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in plumbing, engineering, technical or a closely related field, 2 of which shall have been in a supervisory capacity.

MINIMUM QUALIFICATIONS FOR PROMOTION:

- (A) Three (3) years of experience in the position of Water Distribution System Operator; or
- (B) Four (4) years of experience in the position of Crew Chief in the Water Department; or
- (C) Five years experience in an engineering, technical, plumbing, or mechanical position.

Licensing Requirements: Valid NYS driver's license.

SPECIAL NECESSARY REQUIREMENT:

Applicant must possess Grade D Water Distribution Operator Certificate at time of appointment or within 1 year of appointment.

Classification history:

Adopted: 2/17/2015

Revised: 2/18/2020