

Jurisdictional Class: Competitive  
Adopted: July 29, 1970  
Revised: August 20, 2010

**WATER AND WASTEWATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for planning and directing the activities of the water and wastewater department in accordance with the general policies outlined by the town board. Work is performed under the general supervision of the Director of Water and Wastewater Utilities with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over all activities of the department. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans, assigns, and supervises the work of personnel engaged in maintenance, repair, and operation of water and wastewater treatment plants and distribution systems;
- Directs and may participate in the installation, repair, and maintenance of water mains, gates and valves, sewers, manholes, hydrants, and pumps;
- Plans various construction and maintenance of water distribution and wastewater disposal projects;
- May have charge of the operation of the water and wastewater disposal plants and distribution systems;
- Manages the department in the absence of the Director;
- Coordinates the activities of the department with the work of other town departments and agencies;
- Oversees the enforcement and coordination of the Town's safety policies and assesses and recommends changes, additions, and alterations of safety procedures;
- Oversees the enforcement of USDOT regulations regarding operation of vehicles/equipment by employees in safety sensitive positions including adherence to related drug and alcohol rules;
- Ensures the town's legal and regulatory responsibility for forces working in regulated and potentially hazardous conditions relating to asbestos handling, removal, and abatement, including licensure and legal requirements;
- Oversees agency adherence to rules and regulations relating to the provision of treated water, the operation of wastewater treatment facilities, and the controlled handling of wastes involved in treatment operations;
- Receives and investigates problems and complaints from consumers regarding leaks and other matters related to the operations and activities of the department, and the enforcement of policies related to operations and activities of the department;
- Prepares requisitions for supplies and equipment and maintains inventory;
- Supervises the maintenance and repair of fire hydrants;
- Confers with town board on budgetary and other needs of water and wastewater systems;
- Makes periodic reports on all activities.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

- Good knowledge of wastewater and water distribution system construction and maintenance procedures and practices;
- Good knowledge of the tools, terminology, procedures, equipment, and safety precautions, policies, and procedures used in such operation and maintenance;
- Good knowledge of water treatment and wastewater disposal plant operations;
- Good knowledge of the principles underlying the management of a water and sewer department;
- Ability to plan and supervise the work of others.

## Water and Wastewater Superintendent

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Construction Technology, or related field and one (1) year of experience in water and/or wastewater systems operation and/or construction which must have been in a supervisory capacity; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Engineering, Construction Technology, or related field and three (3) years of experience in water and/or wastewater systems operation and/or construction; two (2) years of which must have been in a supervisory capacity; or
- (c) Five (5) years of experience in water and wastewater construction, operation, and/or maintenance of water and wastewater systems; two (2) years of which must have been in a supervisory capacity; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), or (c) above.

**SPECIAL REQUIREMENTS:** If in charge of the operation of a plant, possession of appropriate Water and/or Wastewater Treatment Plant Operator's Certificate(s) of a grade appropriate to the facilities as determined by the New York State Health Department and New York State Environmental Conservation at time of appointment.