

**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, supervision and inspection of a municipal water purification and distribution system to ensure an adequate and safe water supply. 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 daily operation of the public water supply to assure the most efficient and economical use of equipment, supplies and manpower;

Makes daily inspection of plant and plant machinery;

Schedules and supervises collection of water samples for testing;

Oversees the regulation of chemical feeders, backwashing and pumping schedule;

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

Investigates customer complaints, resolves problems and maintains customer relations;

Directs and participates in the maintenance and repair of water mains, hydrants, meters, valves and service lines;

Directs Meter Readers and assists with meter repair, replacement and billing;

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

Requisitions materials and maintains inventory of supplies, chemicals and equipment;

Maintains records and prepares reports in conformance with county, state and federal requirements;

May be responsible for maintenance and repair of vehicles and equipment;

May oversee construction and maintenance of Village streets and parks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and equipment required in the operation and maintenance of a water supply and distribution system; thorough knowledge of the laws and regulations pertaining to public water supply; 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 subordinates; ability to understand and carry out oral and written instructions; ability to communicate clearly both orally and in writing; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of a Water Treatment Plant Certification issued under the provisions of the New York State Sanitary Code in a grade determined appropriate by the appointing authority and three (3) years of experience as a Water Treatment Plant Operator, one (1) year of which shall have involved supervisory or working supervisory responsibilities; OR
- (B) Possession of a Water Treatment Plant Certification issued under the provisions of the New York State Sanitary Code in a grade determined appropriate by the appointing authority and five (5) years of experience in the maintenance of a water supply distribution system, one (1) year of which shall have involved supervisory or working supervisory responsibilities.

JURISDICTIONAL CLASS: Competitive. Non-Competitive for Villages of Cornwall on Hudson, Greenwood Lake and Harriman (Population under 5,000)

Note: May be required to possess and maintain a valid driver's license.

REVISED: 11/22/19