

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

CLASS TITLE: WATER SUPPLY SUPERINTENDENT

TITLE #: 1768

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position involving responsibility for the safe and efficient operation of a Public Water Supply system. Incumbent is responsible for the operation and maintenance of water supply facilities including water treatment plants and water sources. General direction is received from the appointing authority with wide leeway allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the operation and maintenance of water plants to assure the most efficient and economical use of equipment, supplies and personnel;

Supervises the operation and maintenance of water sources, reservoirs and watersheds;

Makes regular inspections of the watershed area for violations of watershed rules and regulations;

Makes recommendations for capital expenditures and improvements to the water system;

Conducts periodic inspections of plant equipment and directs necessary repairs and maintenance;

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

Conducts tours of the facilities and interfaces with the public and press on water related issues;

Ensures compliance with state and federal regulations and prepares reports for regulatory agencies;

Writes specifications, administers capital improvement funds, prepares and monitors department budget;

Supervises and instructs subordinate employees;

Maintains inventory and requisitions supplies, chemicals and equipment.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices used and equipment required in the operation and maintenance of water treatment plants; thorough knowledge of the operation of a water distribution system; good knowledge of the principals and applications of physics, chemistry and bacteriology as they relate to water purification; good knowledge of the laws and regulations pertaining to the public water supply; ability to supervise the operation and repair of pumps, valves, and related mechanical and electrical equipment; ability to make routine laboratory and field tests; ability to plan and supervise the work of subordinates; ability to prepare and monitor a budget; ability to establish an effective working relationship with the media and general public; ability to communicate clearly both orally and in writing; mechanical aptitude; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: 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 responsibilities.

Note: May be required to possess a valid driver's license at time of appointment.

JURISDICTIONAL CLASSIFICATION: Competitive

DRAFTED: 10/92

ADOPTED: 10/27/92

REVISED: 09/20/94 kmg

REVIEWED: 04/22/02 kmg

REVISED: 01/14/05 ag