

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

CLASS TITLE: Water & Wastewater Administrator

TITLE #: 1744

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for directing the maintenance and repair of water and wastewater systems in a municipality. Work is performed under the direction of the Board with wide latitude permitted for the use of independent judgment. Supervision is exercised over a number of water and wastewater department personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and supervises the maintenance and repair of sewers, catch basins and storm drains;

Lays out and supervises the maintenance and repair of water mains, hydrants, gate valves and pumps;

Supervises the operation of various types of motor equipment in the repair and maintenance of water and wastewater systems;

Requisitions materials and supplies;

Instructs subordinates in the use of tools, equipment, materials and safety precautions;

Coordinates the activities of the Highway or Street department with those of the water and wastewater districts;

Investigates major complaints regarding the water and wastewater districts;

Prepares activity records and reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of practices, tools, equipment and materials used in the maintenance and repair of water and wastewater systems; ability to plan and layout the work of others; courtesy and tact in dealing with the public; ability to give and follow oral and written instructions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of construction or public works maintenance experience, two (2) years of which must have been in a supervisory capacity; OR
- (B) Five years of construction or public works maintenance experience, two (2) years of which must have been in a supervisory capacity.

NOTE: When assigned to the Town of Wallkill, may be required to possess Water and/or Wastewater certifications deemed appropriate to the requirements of the Appointing Authority.

JURISDICTIONAL CLASS: Competitive; Non-Competitive when part time in Towns & Villages

REVISED: 09/04/13 dp