

WATER SUPERINTENDENT

**** Candidates must be eligible for transfer or reachable for appointment from the eligible list****

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the extension, operation, and maintenance of a water distribution system where such system is separate from a water treatment facility. Responsibilities include all facets of operation including maintenance and planned extensions. Work is performed under the general direction of a legislative body or executive officer depending upon the municipality. General and direct supervision is exercised over subordinate employees. Incumbent may be called in during emergencies.

TYPICAL WORK ACTIVITIES: 1. Supervises the installation and maintenance of a municipal water distribution system, including water mains, valves, fire hydrants, water meters, storage tanks and pumps; 2. Assists in the planning of extensions to the distribution system; 3. Monitors level of chlorine or fluorine in distribution system and adds chemicals as necessary to comply with health regulations; 4. Supervises the maintenance of equipment; 5. Administers billing and record keeping procedures; 6. Establishes procedures for the assignment of personnel and the maintenance of personnel records including time sheets and payrolls; 7. Establishes and maintains procedures for accurate inventory records; 8. Performs other supervisory and administrative duties normally associated with department heads; 9. Does related work as required. FULL

PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the principles, practices, tools and equipment used in the operation and maintenance of a water distribution system; good knowledge of the installation repair of water meters; ability to plan for and make rough sketches of extensions and modifications of the existing system; ability to layout and plan the work of others; ability to understand and carry out moderately complex oral and written instructions; ability to read water works diagrams; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in engineering;

OR: (B) Three years of supervisory experience in the operation and/or maintenance of a water or sewer distribution system;

OR: (C) An equivalent combination of training and experience.

NOTE: Supervisory experience as a skilled tradesman, i.e. plumber, electrician, may be substituted for the required experience on a year for year basis.

SPECIAL REQUIREMENT: Eligibility for the appropriate Public Water Treatment Plant Operator's certificate issued under the provisions of the New York State Sanitary Code.

*****Applications will be accepted through Friday, November 27, 2020. All qualified candidates are expected to complete both the Town and County application and return it to One Overocker Road, Poughkeepsie, NY 12603. Applications can be obtained on the Town of Poughkeepsie website under the Human Resource Department tab. ** Candidates must be eligible for transfer or reachable for appointment from the eligible list****

**Town of Poughkeepsie
One Overocker Road, Poughkeepsie, NY 12603
Phone: 845-485-3609
Website: http://www.townofpoughkeepsie.com/human_resources/index.html
An EEO/AA Employer**

Location: Water Department

Hourly Wage: Commensurate with experience.

Hours: 40+ hours per week