

WATER DISTRIBUTION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is responsible for directing, supervising and performing the work associated with the maintenance and repair of a municipal water distribution system. The work requires comprehensive knowledge of the trade as well as skill in performing the related tasks. The work is performed under the general supervision of Water Superintendent or the Assistant Water Superintendent with wide leeway provided for the use of independent judgment in planning and supervising the activities of the unit. Supervision is exercised over the work of unit employees in the performance of their assigned duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in installation, repair and maintenance of underground water mains and other associated components including hydrants, meters, water mains, water service lines, valves and pumps;

Supervises, participates in and trains employees in the operation of appropriate motor and other equipment including back hoes, trucks, drills, tapping machines, and locating devices;

Assists in the coordination and inspection of work performed by contractors;

Supervises and participates in the preventative maintenance, service and repair activities of the water distribution vehicles and equipment;

Supervises and participates in the testing for and repair of leaks in mains and services;

Supervises and participates in the taking of routine water samples for water quality testing;

Ensures compliance with policies, procedures, safety guidelines, schedules and work specifications;

Uses electronic equipment to verify location of underground utility facilities prior to excavation work being performed, and performs fire flow tests;

Assigns, schedules and verifies completed work involved in the repair and maintenance of a water distribution system;

May assist in the preparation of the departmental budget;

Maintains accurate records and prepares reports, such as status reports, diagrams, field logs and requisitions;

Assists in designing new water system projects;

Calculates proper ratio of chlorine to water based on formula's specific to water chlorination;

Responds to customer's inquiries and complaints regarding water service.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the common principles, practices, tools, equipment, terminology and safety precautions involved in the maintenance of a water distribution system;

Good knowledge of municipal ordinances related to water distribution;

Good knowledge of the water quality standards as prescribed by the New York State Sanitary Code;

Working knowledge of the municipal geography;

Working knowledge of arithmetic functions such as percentages, graphing and variables;
Skill in performing the tasks involved with the unit;
Ability to plan, assign, supervise and inspect the work of the unit;
Ability to understand and interpret plans, specifications and drawings;
Ability to safely and effectively use tools and operate equipment related to water systems maintenance and repairs;
Ability to use a computer to record data and to monitor the distribution system;
Ability to accurately compile information and prepare a variety of records and reports;
Ability to get along well with others;
Ability to communicate effectively both orally and in writing;
Initiative;
Dependability;
Good motor coordination;
Resourcefulness;
Tact.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and five years experience in the operation, installation and maintenance and repair of water distribution facilities, two of which included supervisory responsibility.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT: Possession of the required certificate as issued by the New York State Department of Public Health, Bureau of Public Water Supply Protection, under the provisions of subpart 5-4 of the New York State Sanitary Code, appropriate to the plant.

Appropriate Certification: A "D" operator certification is required for a distribution system serving greater than 1,000 people and/or purchasing water system. A "C" operator certification as required for a water distribution system serving 1,000 people or less.

NOTE: Employees in this position may be required to work/be on call evenings and weekends.