

**DEPARTMENT:** TOWNS AND VILLAGES  
**CLASSIFICATION:** NON-COMPETITIVE (UNDER 5000)  
**APPROVED:** SEPTEMBER 12, 1988

**DEPUTY SUPERINTENDENT OF WATER AND SEWER MAINTENANCE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is routine work involving responsibility for assisting in the operation, maintenance and repair of waste water treatment and/or water treatment plants, the streets, water and sewer distribution systems and other public works. The work is performed under general supervision in accordance with detailed policies and procedures. Supervision may be exercised over the work of laborers, operators and other assigned employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Operates and makes minor repairs to pumps, valves and other equipment at the waste water treatment and water treatment plants;
2. Regulates and adjusts chlorinators and alumina tanks;
3. Makes chemical tests of water for color, odor, taste, alkalinity and residual chlorine;
4. Cleans filter and filter beds;
5. Makes periodic analysis of waste water to obtain correct chlorine residual before discharge of sewage;
6. Assists in the cleaning, maintenance and repair of streets, catch basin, mains, distribution lines, and other fixtures and equipment;
7. Assists in removal of snow, refuse and garbage and sanding of streets;
8. Assists in the installation, repair and maintenance of valves, water mains, hydrants, distribution lines, meters and pipes;
9. Reads and records readings of water meters;
10. Assists in the trimming and removal of trees and stumps;
11. Maintains routine records and prepares reports;
12. Performs various routine tasks as related to public work activities.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of the operation and maintenance of waste water treatment and water treatment plants; working knowledge of methods of repairing and maintaining streets, water and waste water distribution systems; working knowledge of chemistry as applied to waste water treatment and water treatment; ability to make minor repairs to machines; fixtures and equipment; ability to understand and follow oral and written instructions; ability to maintain routine records and to prepare reports; industry; dependability; ability to get along well with others; physical strength and endurance; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a New York State equivalency diploma:

**AND:** Two years experience in public works activities involving the construction and maintenance of streets, water and waste water distribution systems and facilities.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** If required eligibility for a New York State required certificate for water treatment plant operator

and/or sewage treatment plant operator. Possession of the state required certificate at the time of appointment.

**NOTE:** Per the NYS Health Code, if the position involves responsibility of the actual operation of water distribution systems, possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the NYS Sanitary Code is required at time of appointment. It is the responsibility of the Municipality to submit this certificate with the application for approval before appointment.

- I M P O R T A N T -

IF N.Y.S. CERTIFICATES ARE NOT REQUIRED IT MUST BE SO STATED IN AN ADMINISTRATIVE LETTER WHICH MUST BE ATTACHED TO THE NOMINATING APPLICATION.