

WATER MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Upper Mohawk Valley Regional Water Board, and is a high level supervisory, technical position involving responsibility for planning, coordinating and supervising the over-all maintenance and extension of the municipal water system. The work is performed under the direction of the Principal Engineer, in accordance with existing policies, and requires the exercise of independent judgement in deciding priority and method of work, evaluating special abilities of subordinates, and determining the amount of personnel and equipment necessary for the efficient and economical completion of projects. Supervision is experienced over all personnel in the Maintenance Yard Unit. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans and coordinates the over-all maintenance and extension of the water system;
Lays out work and assigns crews to jobs;
Supervises major emergency repairs;
Decides priority and method of work to be done;
Evaluates special abilities of subordinates;
Determines amount of personnel, material and equipment necessary for efficient and economical completion of projects;
Supervises the investigation of leaks and recommends ways of reducing leakage;
Supervises the maintenance of time, stock and activity records and the preparation of related reports;
Confers with superiors on complex or unusual technical problems;
Inspects work in progress and upon completion;
Assists in the preparation of specifications and requisitions for material and equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the accepted practices, terminology, safety precautions, tools, materials and equipment used in the construction and repair of a municipal water system; through knowledge of the geography and geology of the municipal water system; good know-ledge of related current developments and improved procedures; good knowledge of the basic principles of hydraulics relating to the municipal water system; ability to plan and coordinate the work of others; ability to secure the cooperation of others; ability to prepare diagrams, plans, sketches and understandable work orders; ability to super-vise and maintain related cost, time, stock and activity records and reports; good judgement in solving difficult or unusual water system construction and repair problems; initiative and resourcefulness; dependability; good judgement.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college with an Associate Degree in engineering technology, construction technology or a closely related field **AND** two (2) years of supervisory, technical experience in the construction and repair of a municipal water system; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience, as outlined in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT: Possession of an appropriate level, valid New York State Driver's License at time of appointment.