

Jurisdiction: Oneida County Towns & Villages  
Jurisdictional Class: NC (under 5000)  
Revised: 3/29/96

## **WATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for maintaining a continuous supply of potable water. An employee in this class supervises, and participates in, the construction, repair and maintenance of a water system. An incumbent also has administrative supervision of the business functions of the department. The work is performed under general administrative direction, with wide leeway for planning, directing and coordinating the work of the department. Supervision is exercised over a small number of subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Makes frequent inspections of the pumping plant, equipment and reservoirs in order to check operations and execute repairs;  
Takes water samples for bacteriological and chemical analysis;  
Supervises, and participates in, the repair of water mains, hydrants, meters and service lines to consumers' premises;  
Purchases repair parts and supplies;  
Inspects water works construction projects;  
Supervises, and participates in, the installation, testing, reading and repair of water meters;  
Supervises the billing, collection and maintenance of water consumers' accounts;  
Operates construction equipment;  
Investigates complaints and maintains proper customer relations;  
Maintains records and prepares reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of applicable codes, rules and regulations; thorough knowledge of tools, equipment and terminology employed in water supply and distribution systems; thorough knowledge of the practices used, and equipment required, in the operation and maintenance of a water treatment plant; ability to read meters and make simple computations; ability to read blueprints; ability to plan and supervise the work of others; ability to follow oral and written directions.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from high school or possession of a high school equivalency diploma AND two (2) years of experience in the construction, operation or maintenance of water treatment or distribution systems; OR
- (B) Four (4) years of experience, as described in (A) above; OR
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

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**NOTE:** Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Eligibility for the appropriate grade certificate for operation of a water treatment plant, issued by the NYS Department of Health at time of application. Possession of the certificate at time of appointment.

(NOTE: The grade of certificate is determined on the spec for Water Treatment Plant Operator. See this spec. Where the grade of certificate calls for less experience than the minimum quals above, the minimum quals above must be met, as well as, those for the certificate grade.)

**(SEE FOLLOWING PAGE FOR MUNICIPAL MINIMUM REQUIREMENTS)**

**COMMUNITY WATER SYSTEM  
CERTIFICATION REQUIREMENTS**

**WATER SYSTEM**

**WATER OPERATOR  
REQUIREMENTS**

Barneveld Village	C
Boonville Village	11B
Camden Village	IIA
Clayville Village	C
Clinton Village	IIB
Deansboro Water District	11A
Durhamville Water District	D
Floyd Water District	C
Forestport	C
James E. Barrett Water District (AKA Village of Prospect)	C
Lee Water District	D
McConnellsville Water District	C
Mohawk Valley Water Authority	1A
Oriskany Falls Village	C
Paris Consolidated Water District	IIB
Remsen Village	C
Rt.365/Sconondoa/Snyder Rd Water District	D
Sherrill-Kenwood Water District	C
Spencer Settlement Water District	D
Taberg Water District	D
Tindall Corners Water District	D
Vernon Village	C
Verona Water District	D
Waterville Village	IIB
Westmoreland Water District	C

(Information provided by the Environmental Health Division of Oneida County Department of Public Health - July 2005.)