

Town of Farmington Vacancy

Salary Range - \$88,000 - \$105,000 depending on experience/qualifications with potential for town owned housing and relocation expenses.

Candidate will be initially appointed on a provisional basis pending a Civil Service Exam to be held later. To gain permanent status, the candidate must be successful in the exam according to the Rule of Three, which will be scheduled at a later date.

WATER AND SEWER SUPERINTENDENT (TOWN OF FARMINGTON)

MINIMUM QUALIFICATIONS: EITHER:

1. Possession of an Associates in Civil Engineering, Civil Technology, Environmental Science, or closely related AND five (5) years of full-time paid, or its part-time equivalent, public works maintenance experience which shall have involved the construction and maintenance of water distribution and sewer lines OR wastewater treatment plant operation; one (1) of which must have been in supervising or administering utilities construction; OR
2. Graduation from high school or possession of a high school equivalency diploma AND seven (7) years of full-time paid, or its part-time equivalent, experience as noted in (1) above; one (1) of which must have been in supervising or administering utilities construction.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

NOTE: Utilities construction must have been in gas, electric, water and/or sewer.

SPECIAL REQUIREMENTS FOR APPOINTMENT:

1. Possession of a valid New York State Operator's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.
2. Possession of a "D" Certification in accordance with the New York State Sanitary Code for Water Distribution Systems.

SPECIAL REQUIREMENT FOR PERMANENT APPOINTMENT:

1. Possession of a level "2" Wastewater Treatment certificate issued in accordance with the New York State Department of Environment Conservation (DEC) regulations.

DISTINGUISHING FEATURES OF THE CLASS: The Water and Sewer Superintendent has responsibility for the management and operations of the water and sewer system. This work involves the responsibility for the administration, maintenance and repair of water mains and sewer lines. Work is performed under general direction in accordance with established policy allowing for wide leeway in planning details of the work. Supervision is exercised over the work of all subordinate water and sewer personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes, directs and controls the operation of municipal water and wastewater infrastructures and treatment facilities;
Administers and maintains customers' consumption records;
Manages customer billing and accounts payable and accounts receivable;
Plans, assigns and supervises the work of all subordinates;

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TYPICAL WORK ACTIVITIES: (Continued)

Plans, directs and organizes the installation and maintenance of water and sewer infrastructure systems and treatment facilities;
Plans, assigns and directs the inspections of contractors and water and wastewater staff in the construction of new water and sewer mains or appurtenances;
Manages controls and directs various computer programs used in the department's operations, engineering, mapping and finances;
Prepares the department's budget and oversees the finances and purchases;
Supervises employee time records and payroll preparation;
Schedules and ensures ongoing staff development;
Prepares and presents reports of activities to the Boards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the tools, equipment and procedures used in the maintenance, extension and repair of water and sewer lines; good knowledge of the proper methods of removing, repairing and installing sewer and water meters; ability to plan and supervise the work of others; ability to prepare rough draft plans, designs and sketches of changes in the water and sewer line systems; ability to work from engineering and rough draft plans, sketches and blueprints; ability to maintain accurate records and prepare reports; ability to communicate with the public; mechanical aptitude; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 22, 2011

REVISED: 4/18/22; 5/23/22; 11/1/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE