

**Town of Seneca –
Salary Range \$80,000-\$90,000/ year**

WATER SUPERINTENDENT

MINIMUM QUALIFICATIONS: Three years of public works maintenance experience which shall have involved the construction of water lines.

SPECIAL REQUIREMENTS FOR APPOINTMENT: Possession of appropriate certificate issued under the provisions of the New York State Sanitary Code at time of appointment.

TOWN OF SENECA: Requires a “D” Certification in accordance with New York State Sanitary Code for Water Distribution System.

NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

DISTINGUISHING FEATURES OF THE CLASS: The Water Superintendent has responsible charge of the Town Water Department. This is important work involving responsibility for planning and supervising the maintenance and repair of water facilities in the Water Districts. Work is performed under general direction in accordance with established policy allowing wide leeway for planning details of the work. Supervision is exercised over the work of all subordinate water personnel (on a contract basis or otherwise).

The Water Superintendent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Makes periodic inspection of valves, packing, pipes, reservoir lines and related equipment;
Arranges for repairs to equipment and purchases supplies and equipment as needed;
Reads meters;
Keeps records, as required, and makes periodic reports of activities to the Town Board;
Performs a variety of Custodian and semi-skilled building maintenance activities;
Repairs pumps, motors and water measuring instruments and devices;
Supervises and inspects the work of contractors in the construction of new water lines or in their repair;
Checks hydrants;
Attends fires;
Prepares annual budget for the proper discharge of his duties and the duties of the Town's Water Department.

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WATER SUPERINTENDENT

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 lines; good knowledge of the proper methods of removing, repairing and installing water meters; ability to plan and supervise the work of others; ability to prepare rough draft plans and sketches of changes in the water systems; ability to work from rough draft plans, sketches and blueprints; ability to maintain accurate records and prepare reports; mechanical aptitude; dependability; initiative; resourcefulness; physical condition commensurate with the demands of the position.

APPROVED: NOVEMBER 10, 1986

CLASSIFICATION: VARIES BY JURISDICTION