

Town of Hopewell- 2026 Salary: \$780 /yr

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

ASSISTANT WATER SUPERINTENDENT

MINIMUM QUALIFICATIONS: Two (2) years of full-time paid experience, or its part-time equivalent, in public works activities, which shall have included the construction and maintenance of water lines.

SPECIAL REQUIREMENT - AT TIME OF APPOINTMENT: 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.

SPECIAL REQUIREMENT - AT TIME OF APPOINTMENT in the Town of Hopewell: Possession of valid Class B New York State Commercial Driver's License with no restrictions at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

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

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

TOWN OF MANCHESTER: Requires a "C" Certification in accordance with New York State Sanitary Code for Water Distribution Systems.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Water Superintendent in the construction, operation, and maintenance of the water systems. These duties involve responsibility for assisting in the overall planning and directing of the activities of the Water Department in accordance with the general policies outlined by the Town Board. An employee in this class will act for and in place of the Water Superintendent in the latter's absence. Supervision is exercised over the work of subordinate employees (contract employees or otherwise). Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with periodic inspections of valves, packing, pipes, reservoir lines and related equipment;
Assists in checking and maintaining hydrants;
Assists with scheduling equipment repairs and purchasing of supplies and equipment;
Keeps records as required;
Assists in the preparation of various Water Department reports of activities to the Town Board;
Assists with the development of the department budget;
Reads meters;
Assists in the supervision and inspection of the work performed by contractors and/or subordinate employees;
Performs a variety of Custodian and semi-skilled building maintenance activities;
Assists with the repair of pumps, motors and water measuring instruments and devices;
Attends fires;
May assist with leak detection though out the Water District and customer services;
Assumes charge of the department in the superintendents' absence.

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;

ASSISTANT WATER SUPERINTENDENT

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
(Continued)

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: MARCH 20, 2019

REVISED: 12/22/25

CLASSIFICATION: COMPETITIVE

JURISDICTIONS: TOWNS

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES

Internet search for the definition of 'public works activities'

Meriam Webster: "works (such as schools, highways, docks) constructed for public use or enjoyment especially when financed and owned by the government."

Wikipedia: "Public works (or internal improvements historically in the United States) are a broad category of infrastructure projects, financed and constructed by the government, for recreational, employment, and health and safety uses in the greater community."