

ASSISTANT TO WATER SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist in the supervision and participate in the operation and maintenance of a municipal water treatment and/or distribution system. The work is performed under the general supervision of the Water Superintendent with wide leeway for planning the work. Supervision may be exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Makes inspection of 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 serves lines to consumers' premises; Assists in the supervision of water works construction projects; Reads meters, prepares and collect bills; Operates construction equipment; Investigates complaints and maintains proper customer relations; Maintains records and prepares reports.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the principles of hydraulics as related to water distribution systems; good knowledge of tools, equipment, and terminology employed in water supply and distribution systems; ability to read meters and make simple computations; ability to read blue prints; ability to plan and lay out the work of others; ability to follow oral and written directions; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: If required, must possess appropriate certificate for operation of a Water Treatment Plant and/or Water Distribution System issued by the New York State Department of Health.

Revised 10/84