

Jurisdiction: City of Auburn  
Class: Competitive  
Adopted: 10/7/10  
Revised: 9/14/15

## **WATER AND SEWER SUPERVISOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for planning, directing, routine construction, installation, maintenance, repair and cleaning operations of the Water Transmission/Distribution Division and the Sewer Maintenance Division within the Department of Public Works. The work is performed under the general supervision of the Superintendent of Public Works with considerable freedom allowed to exercise independent judgment in carrying out the work. An incumbent exercises direct supervision over Forepersons and other subordinate personnel involved with water maintenance and sewer maintenance operations. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, schedules, and directs the construction, installation, maintenance, repair and cleaning of water and sewer mains and pump stations.

Schedules, assigns, directs and controls the work of personnel assigned to the Water and Sewer Maintenance divisions of Public Works.

Plans and directs the use of motor equipment for Public Works operations within the water transmission and distribution or sewer maintenance divisions.

Investigates, researches and reviews contracts and drawings, and makes recommendations to the Superintendent of Public Works; inspects work contracted out by the Water and Sewer Maintenance divisions of the Public Works Department for timeliness and completeness;

Keeps work records including recurring problems to establish best practices and schedule maintenance and repair activities;

Prepares an annual work report utilizing a personal computer;

Meets with the public either individually or in groups to discuss complaints and arrive at solutions regarding Public Works projects and operations;

Researches, prepares, and presents materials and equipment cost projections to the Superintendent of Public Works for potential inclusion in the department's annual budget;

Reports both orally and in writing to the Superintendent of Public Works regarding the progress of the Public Works Projects and activities;

Recommends capital improvement projects to the Superintendent of Public Works;

Performs hands-on construction, installation, maintenance, repair and cleaning work as necessary including locating of underground mains and leak detection.

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

Thorough knowledge of the principles and practices of water transmission and distribution system and sewer system construction, installation, maintenance, repair and cleaning;

Thorough knowledge of materials and equipment used in the construction, installation, maintenance, repair and cleaning of water transmission and distribution systems and sewer systems;

Good knowledge of modern principles and practices of supervision; Working knowledge of office record keeping;

Ability to plan and supervise the work of others;

Ability to read and work from blueprints, plans, and technical drawings; Ability to follow complex oral and written instructions;

Ability to communicate effectively both orally and in writing;

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:** Either:

(A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Construction Technology, Engineering Technology, or a closely related field and three (3) years of experience in the construction, installation, maintenance, repair and cleaning of either water transmission and distribution systems or sewer systems; or

(B) Graduation from high school or possession of a high school equivalency diploma and five (5) years experience as stated in (a); or

(C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTE:** A certificate in construction from a Construction Certificate Program conducted by a regionally accredited New York State college or university may be substituted for up to one (1) year of the education requirement stated in (A).

### **SPECIAL REQUIREMENTS:**

1. Possession of a Grade D Water Distribution System Operation Certificate within 12 months from the date of appointment.
2. Possession of a valid Class B New York State Commercial Driver's License.