

## WATER MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the construction, maintenance and repair of water distribution systems, fixtures and equipment. Incumbents of this class participate in the work related to the installation, repair and replacement of water mains, meters, valves, and hydrants. The work is performed under the general direction of the Director of Public Works and/or Water Superintendent with broad leeway involved for the exercise of independent judgment. Direct supervision is exercised over the work of subordinate employees assigned to these tasks. A Water Maintenance Supervisor does related work as required.

### TYPICAL WORK ACTIVITIES:

- Assigns, supervises, inspects and may participate in the work of employees engaged in the repair, maintenance, installation and replacement of water system equipment;
- Assigns, supervises, inspects and may participate in the work of employees engaged in the repair, maintenance, installation and replacement of water meters;
- Supervises the repair and replacement of pipes and mains;
- Directs the replacement of bituminous materials and concrete for street openings;
- Supervises the tapping of mains for extension of consumer water services;
- Supervises cleaning of mains, valves, hydrants and other fixtures;
- Investigates complaints of water stoppages or breaks in mains;
- Instructs subordinates in Federal, State, and Department of Public Works and/or city safety regulations and ensures compliance with them;
- Keeps time records and makes reports;

### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of tools, materials, equipment and terminology used in water distribution systems; good knowledge of the principles of hydraulics as they relate to water distribution; good knowledge of the operation, maintenance and repair of water meters; good knowledge of water meter testing techniques; good knowledge of backflow prevention devices; willingness to work out of doors year round; willingness to work as needed in emergency situations; ability to plan and supervise the work of others; ability to understand and follow complex oral and written directions; ability to work from plans and blueprints; reliability; mental alertness; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Five years of progressively responsible experience in the installation, maintenance and repair of a water distribution system.

### SPECIAL REQUIREMENT:

1. Possession and maintenance of the appropriate level New York State driver's license.
2. Possession and maintenance of a NYS Department of Health Backflow Prevention Device Tester Certificate within six (6) months of appointment. Incumbents must maintain this certificate throughout employment in this class.

CATTARAUGUS COUNTY CIVIL SERVICE

Revised 10/16/1992 (City of Olean)

Adopted: 12/14/2017