

## WATER AND SEWER SUPERINTENDENT (City of Olean)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, coordinating and directing overall operations, maintenance and project management at the water filtration plant and sewage treatment plant. The work is performed under the general direction of the Director of Public Works with broad leeway involved for the exercise of independent judgement. Incumbents of this class coordinate with Federal, State, County, and other local government agencies to assure Department of Public Works activities are in conformance with pertinent laws. The work is both administrative and technical in nature and performed under administrative direction, with existing laws and regulations and per the objectives and policies formulated by the Director of Public Works and City Common Council. Supervision is exercised over the activities of all subordinate employees of the water filtration plant and sewage treatment plant. The Water and Sewer Superintendent does related work as required.

### TYPICAL WORK ACTIVITIES:

- Supervision of water and sewer plant operations to assure most efficient and economical use of equipment, supplies and personnel;
- Supervision and operation of water and sewer infrastructure networks including water reservoirs and tanks, water pump stations, sewer pump stations and storm water pump stations to ensure most efficient and economical use of equipment, supplies and personnel;
- Plans and coordinates water infrastructure improvement projects by preparing project estimates and securing project funding;
- Plans and coordinates sewer infrastructure improvement projects by preparing project estimates and securing project funding;
- Assists Director of Public Works in ensuring water and sewer capital projects and project consultants deliver on time and within budget;
- Prepares and manages water and sewer division budgets;
- Oversees city water and sewer field crews and maintains work schedule, including planning of internal construction projects and maintenance;
- Develops various reports including water, storm water and wastewater master plans;
- Plans and directs water and sewer related metering and billing services provided by the City of Olean;
- Attends meetings and conferences to assist in the formulation of policy relating to public works activities;
- Advises the media and public of sewage and water related operations;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the practices, techniques, tools, equipment, materials, terminology and safety precautions of water and sewer construction, operation,

extension, maintenance and repair; good knowledge of the basic operation of a secondary wastewater treatment plant; good knowledge of the basic operation of a water filtration plant, high capacity water wells and water distribution system and related public works activities; good knowledge of federal, state and local laws and regulations relating to public works activities; good knowledge of the principles and practices of the administration of a public works department; ability to plan, develop, coordinate and carry out municipal public works projects and programs; ability to solve difficult and unusual public works problems related to water and sewer; ability to analyze technical public works data, arrive at logical conclusions and present facts and findings clearly and concisely; ability to understand and carry out complex administrative and technical, oral and written directions; ability to get along well with and secure the cooperation of others; ability to train subordinates in public works methods and procedures; sound judgment; initiative and resourcefulness; integrity; dependability; physical condition sufficient to perform the essential functions of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- a. Graduation from a regionally accredited or New York State registered college or university with at least a Bachelor's degree in Civil, Environmental or Mechanical Engineering, civil, environmental or mechanical technology, biology, chemistry or a closely related field and four (4) years of experience in administrative project management or engineering work relating to street, sewer, water, and/or building construction; OR
- b. Graduation from a regionally accredited or New York State registered community college with an Associate's Degree in Civil, Environmental or Mechanical Engineering, civil, environmental or mechanical technology, biology, chemistry, or a closely related field and six (6) years of experience in administrative project management or engineering work relating to street, sewer, water, and/or building construction; OR
- c. Six (6) years of experience in which must have included administrative project management or engineering work relating to street, sewer, water, and/or building construction.

***SPECIAL REQUIREMENT:*** Possession and maintenance of a valid driver's license appropriate to the vehicle(s) operated.

## CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 4/4/19