

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 02/11/91

Revised: 06/15/93, 05/19/97, 09/15/10, 07/12/17, 09/07/22

SUPERVISOR OF WATER AND SEWER OPERATIONS

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and directing the installation, maintenance and repair of the water distribution system and wastewater collection system. The work is performed under the general supervision of the Assistant Superintendent of Public Works with considerable leeway allowed for the exercise of independent judgment in planning and supervising daily activities. Supervision is exercised over the work of first-line supervisors, skilled labor and unskilled labor. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, assigns and inspects the work of subordinates on a daily basis in the Water and Sewer Division of the Department of Public Works;

Assists in the planning and direction of construction of new sewer lines, new water lines, and the reconstruction, maintenance and cleaning of existing lines;

Assists in the preparation of budget estimates within assigned division;

Assists in the preparation of specifications for the purchase of equipment, machinery, materials, tools and others supplies, and recommends the purchase thereof;

Assists in the preparation and maintenance of a variety of activity, cost, personnel, statistical and related records and reports;

Supervises the maintenance, repair, and extension of the water distribution system, consisting of mains, valves, hydrants and services;

Monitors the amount and condition of materials such as hydrants, pipes, valves, and fittings, and recommends requisitions as needed;

Sketches water systems and changes there in;

Directs the laying and tapping of water mains, and the installation of new services;

Supervises the maintenance, inspection, repair and relocation of fire hydrants;

Reviews repair and installation records and maps of distribution and collection systems;

Supervises the activities of subordinates in the cleaning, maintenance and repair of the sewer system;

Supervises the activities of subordinates in the construction of new sewer lines and repair of existing lines;

Provides assistance with the maintenance and repair of the sewer pumping stations, water filtration plant, and sewage treatment plant;

Investigates citizens' complaints of sewer blockages and water leaks;

Supervises the construction and repair of storm drains, manholes, catch basins, and culverts;

Instructs subordinates in the safe and proper use of tools, equipment, and materials, and ensures that work is performed in accordance with established safety procedures;

Prepares and submits time and activity records and reports;

May act for and in place of the Assistant Superintendent of Public Works.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, tools, equipment and safety procedures used in the installation, maintenance and repair of services, hydrants, valves, water mains, sanitary and storm sewers; thorough knowledge of the City water distribution and wastewater collection systems; good knowledge of hydraulics as they relate to water distribution and sewage collection systems; working knowledge of government budgetary procedures; ability to plan and supervise the work of others; ability to read and work from plans and sketches; ability to understand and carry out oral and written directives; ability to prepare and maintain records; ability to successfully work with and serve a diverse local community; mechanical aptitude; willingness to be on call and to respond to emergency situations; reliability; alertness; initiative and resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's degree in Construction Technology, Civil Engineering or a closely related field with similar course curriculum and two (2) years of full-time paid supervisory experience, or its part-time paid equivalent, in the installation, maintenance and repair of water mains, valves, hydrants and other components of a water distribution system, or in the construction, maintenance and repair of wastewater collection systems; or
- B. Possession of an Associate's degree in Construction Technology, Engineering Technology or a closely related field with similar course curriculum and four (4) years of full-time paid experience, or its part-time paid equivalent, in the installation, maintenance and repair of water mains, valves, hydrants and other components of a water distribution system, or in the construction, maintenance and repair of wastewater collection systems, at least two (2) years of which shall have been in a supervisory capacity; or
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of full-time paid experience, or its part-time paid equivalent, in the installation, maintenance and repair of water mains, valves, hydrants and other components of a water distribution system, or in the construction, maintenance and repair of wastewater collection systems, at least two (2) years of which shall have been in a supervisory capacity.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- 1. Possession of a New York State Class D Water Distribution System Operator license at the time of appointment and maintenance of said license throughout employment.
- 2. Incumbents must obtain a City of Ithaca Sewer Layers License within one year of appointment and must maintain said license throughout employment.
- 3. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.