

WATER AND SEWER SYSTEMS SUPERVISOR

Tompkins County

Department: Town of Newfield

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a High School equivalency diploma AND one year of satisfactory experience in the actual operation of a water treatment plant with facilities for the application of chemicals having direct health significance, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the process of dechlorination, or any similar process.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

The successful candidate will possess a current Grade IIB and Grade D water certification issued under the provisions of the New York State Sanitary Code at the time of application.

The successful candidate will possess a valid NYS Drivers License Class D at the time of application and maintain such license throughout the duration of empl

DISTINGUISHING FEATURES OF THE CLASS:

This is routine but important work involving responsibility for the efficient operation and maintenance of a Type B Water Treatment Plant and the related water distribution systems that supply the Newfield Water Districts #1 and #2. A Type B plant provides for the application of chemicals to the water, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the process of dechlorination. The incumbent will also be responsible for the safe and sanitary operation of sewer district #1. The incumbent performs the duties of the position under the rules of the State Sanitary Code and under the general direction of the Town Supervisor as directed by Newfield Town Board. Supervision may be exercised over the work of subordinate employees assigned to perform water and sewer department construction and maintenance activities. The incumbent will perform all related duties as required

TYPICAL WORK ACTIVITIES:

Operates pumps, valves motors and related machinery and equipment; Performs maintenance work and makes minor repairs to machinery and equipment; Records readings of meters, gauges and scales; Regulates and adjusts Chlorinators; Washes filter beds and settling basins, if existing; Takes samples of water for testing; Makes necessary tests for control of plant operations; Supervises in the instruction of trainees; Supervises the work of laborers and other subordinate employees; Keeps a log of plant operations and related records; Performs custodial duties in connection with maintenance of buildings and grounds; Complete required reports; Complete the yearly Water Quality Report; Supervise the excavation and repair of water mains, sewer mains, valves, hydrants, and services.

On a Daily Basis the incumbent will:

Monitor well house operations and take required readings; Order and pick up needed chemicals/supplies; Perform general maintenance/cleaning of the well house and answer alarms as required; Monitor wastewater-pumping stations and record readings, perform general maintenance and answer alarms as required; Complete required wastewater reports for the County and State Health Departments.

On a Weekly Basis the incumbent will:

Fill chemical vats, change the tank graph, monitor the water tank control box, answer alarms and perform routine maintenance as necessary; Start backup generators; Answer any sewer pumping station alarms.

On a Monthly Basis the incumbent will:

Prepare water reports; Prepare sewer reports.

On a quarterly Basis the incumbent will:

Flush fire hydrants as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the practices used and equipment required in the operation and maintenance of a Type B Plant with facilities for the application of chemicals to the water, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the process of dechlorination, Good knowledge of the operation and maintenance of a small wastewater treatment system; Working knowledge of the principles and application of physics, chemistry and bacteriology as they relate to water purification; Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment in regard to both water and sewer operations; Ability to read, understand and record data from gauges, scales and meters; ability to make routine laboratory and field tests for control of plant operation; Ability to supervise subordinate employees in the excavation, repair and replacement of water and sewer mains and related components; Mechanical aptitude, alertness and dependability are required; The employee's physical condition shall be commensurate with the demands of the position.

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