

WATER SUPERINTENDENT

TOMPKINS COUNTY

Department Town of Lansing  
Classification Competitive  
Labor Grade \_\_\_\_\_  
Approved \_\_\_\_\_  
Revised \_\_\_\_\_  
By \_\_\_\_\_

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the complete and actual operation of the water treatment plant, plus directs the maintenance operation and construction of the town water distribution system. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of a Type B-III water treatment plant, with facilities for the application of chemicals to water, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorinization. The Superintendent is also responsible for the installation, maintenance, and repair of water mains, valves and hydrants. General direction is received from the Lansing Town Board, but wide leeway is allowed for planning work methods and dealing with emergency conditions. Supervision is exercised over operators, trainees, and other subordinate employees.

**EXAMPLES OF WORK:** (Illustrative only)

Supervises the operation of the plant and the town water distribution system to assure the most efficient and economical use of equipment, supplies, and manpower;  
Makes daily inspections of plant and plant machinery;  
Makes or supervises necessary tests for control of plant operation;  
Issues instructions for or regulates chlorinators and chemical feeders;  
Supervises and instructs all other subordinate employees;  
Makes periodic examinations of plant and equipment and directs or makes necessary repairs and maintenance;  
Conducts special studies for improvement of water quantity and plant operation;  
Maintains inventory of supplies, chemicals and equipment;  
Maintains records and prepares periodic reports on the operation of the plant;  
Requisitions materials;  
Supervises the maintenance, repair and extension of the water distribution system and services;  
Consults with engineer on technical problems;  
Supervises the investigation and repairs of leaks;  
Supervises the sketching of water system installation and changes therein;  
Supervises the installation of new services;  
Supervises the installation, maintenance, inspection, repair and relocation of fire hydrants.

CONTINUED NEXT PAGE

WATER SUPERINTENDENT (CONTINUED)

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the practices used and equipment required in the operation and maintenance of a town water distribution system and a Type B-III plant with facilities for the application of chemicals to the water, such as chlorine, chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorinization;  
Good knowledge of the operations of a modern water treatment plant;  
Knowledge of tools, equipment, and terminology used in water distribution systems and in the construction and maintenance of those systems;  
Knowledge of the principles of hydraulics as related to a Type B-III water distribution system;  
Ability to read plans and draft sketches to interpret plans and specifications;  
Ability to carry out directions;  
Ability to plan and supervise the work of all subordinates; mechanical aptitude;  
Knowledge of the principles of physics, chemistry and bacteriology;  
Dependability and good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

(a) Graduation from high school or possession of a high school equivalency diploma **AND** satisfactory completion of an appropriate course of instruction approved by the Public Health Council **AND** not less than three months of satisfactory experience in the actual operation of a water treatment plant with the facilities for the application to water of chemicals having direct health significance, such as chlorine or chlorine compounds, chlorine dioxide, chlorine ammonia, fluoride compounds, or the processes of dechlorinization or any similar processes.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a Grade III-B certificate issued under the provisions of the New York State Sanitary Code.