

GENESEE COUNTY

WATER AND WASTEWATER MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important supervisory position involving responsibility for the direction of maintenance and construction activities of work crews performing skilled and semi-skilled work on water and wastewater lines, water and wastewater treatment machinery, water meters, traffic signals, street lights, fire alarm systems, and publicly-owned buildings, property, and equipment. An employee in this class has considerable leeway for the exercise of independent judgment in planning the methods, order and assignments of tasks, in accordance with general instructions and policies received from departmental administrators. Supervision is exercised over a small number of skilled and semi-skilled subordinates. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Supervises and participates in the installation, maintenance, and repair of the water distribution system including such components as water mains, valves, hydrants, and meters;

Supervises and participates in the maintenance and repair of pumps, motors, air compressors, grit collectors, boilers, and a variety of other equipment;

Supervises and helps perform electrical, plumbing, carpentry, and masonry work on public buildings;

Instructs subordinates and participates in the operation of equipment such as trucks, bulldozers, backhoes, loaders, and other motor equipment;

Supervises and participates in the installation and maintenance of traffic signals, street lights, and fire alarm systems;

Assigns and schedules crews to specific tasks;

Maintains a variety of records and submits a variety of oral and written reports;

Recommends hiring, firing, and other personnel actions;

The above examples of duties are intended only as illustrations of the various types of work to be performed. The omission of specific statements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS:

Thorough knowledge of the practices, terminology, and tools used in the operation and maintenance of pumps, electric motors, and other equipment used in water and wastewater treatment; thorough knowledge of the installation and repair of water meters; good knowledge of the operation of automotive equipment such as trucks, bulldozers, and backhoes; good knowledge of first aid; ability to effectively plan and supervise the work of others; ability to train subordinates; ability to understand and carry out complex oral and written instructions; ability to understand plans and blueprints; dependability; resourcefulness; initiative; physical condition commensurate with the demands of the job.

CONTINUED...

WATER AND WASTEWATER MAINTENANCE SUPERVISOR

Page 2

MINIMUM QUALIFICATIONS:

- (A) Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education **AND** four (4) years of full-time, paid experience in varied public works activities involving the performance of skilled and semi-skilled work, two (2) years of which must have been in a supervisory capacity.

OR:

- (B) Completion of a standard grade school **AND** six (6) years of full-time, paid experience in varied public works activities involving the performance of semi-skilled and skilled work, two (2) years of which must have been in a supervisory capacity.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Adopted 3/13/96
P.T. Non-Competitive
7/27/98, 11/17/23