

GENESEE COUNTY

SUPERINTENDENT OF WATER & WASTEWATER

DISTINGUISHING FEATURES OF THE CLASS: This is a management level position with responsibility over and accountability for efficient operation of water treatment facilities, water pollution control facilities, water distribution system, wastewater pump stations, and miscellaneous electrical and city building maintenance. Incumbent is responsible for the quality and quantity of all work performed by bureau personnel and orientation, in-service training, and performance of the supervisory staff within the bureau in order that the policies and programs of the department shall be accomplished. The Superintendent plans the methods, order and assignments of tasks, recommends and participates in formulation of department policies. Supervision is exercised over a large number of technical and semi-skilled subordinates. The Superintendent of Water and Wastewater reports to the City Engineer. Performs related work, as required.

TYPICAL WORK ACTIVITIES:

- Train personnel in the efficient performance of their duties including standard practices and methods and good, safe work habits;
- Instructs personnel in the efficient safe operation of mechanical equipment;
- Measure performance in order to establish and achieve realistic goals;
- Establish standard procedures;
- Establish and maintain meaningful records to achieve cost controls;
- Conduct systematic reviews of the efficiency of all bureau operations;
- Make detail future planning studies;
- Prepare proposed annual operating budgets;
- Conduct periodic evaluation of employees' capabilities and performance for varying types of work assignments;
- Plan and coordinate all additions, repairs and improvements to treatment plants and equipment, distribution lines, and treatment processes;
- Supervise a variety of financial activities including customer billing, adjustment of water and wastewater rates for residential or commercial users, collection of customer payments, and the adjustment of customer complaints;
- Supervises samples and testing of a variety of chemical bacteriological laboratory procedures to determine the efficiency of treatment of water and wastewater treatment processes;
- Meets and has contact with governmental agencies, interested groups, and general public in order to explain and discuss municipal water and wastewater activities;
- Constantly strives to provide high quality city services for least possible costs;

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

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

CHARACTERISTICS: Thorough knowledge of modern methods, tools, terminology of equipment, and accident precautions for the operation and maintenance of the municipal water treatment and distribution system and a municipal wastewater pumping and treatment system. Ability to perform a variety of standard bacteriological and chemical tests on wastewater and water. Demonstrated ability to supervise large groups of personnel in the principles and practices of public personnel administration. Demonstrated skill in handling personal relations with public and employees including problems of discipline. Demonstrated skill in securing cooperative effort of subordinate personnel. Ability to train personnel, good written expression, ability to understand and carry out complex oral and written instructions, and solve administrative and organizational problems, honesty and integrity, courtesy and fairness, good physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Dept. of Education **AND EITHER**

- A. Graduation from a college or university with a bachelor's degree in civil engineering or closely related field, and two (2) years of responsible or professional engineering experience with design, operation and/or maintenance of wastewater and water treatment and distribution systems;

OR:

- B. Ten (10) years of responsible experience in the operation and maintenance of water or wastewater treatment systems, or collection and distribution systems, at least three (3) years of which were in a responsible supervisory capacity;

OR:

- C. Any equivalent combination of the foregoing training and experience indicating the ability to perform the duties of the job.

Competitive Class
Adopted 3/13/96
Revised 4/21/03
Revised 7/24/15