

## **ASSISTANT WATER SUPERINTENDENT**

**DISTINGUISHING FEATURES OF THE CLASS:** Has responsible charge of the water supply system under direct supervision of the Director of Public Services. In absence of the Director, directs operations of the department. This is an important supervisory position involving responsibility for maintaining a continuous supply of potable water. Employees in this class lead in the construction, repair and maintenance of a water distribution system. The supervision of division staff is a responsibility. The work is performed under administrative direction. Immediate supervision is exercised over all activities of the department in the absence of the Director. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Does all work under direct supervision of the Director of Public Services;  
Makes frequent inspections of pumping plant, equipment, and reservoirs in order to check operations and execute repairs;  
Takes water samples for bacteriological and chemical analysis;  
Oversees the repair of water mains, hydrants, meters, and service pipes to consumer's premises;  
Plans for future water supply, taking into consideration population increases, industrial conditions, and fire protection;  
Investigates major complaints regarding the operation of the department;  
Purchases repair parts and supplies;  
Maintains maps, blueprints, and other departmental records;  
Trains employees in meter, main, and service line repairs;  
Oversees the clerical and business management activities of the department;  
Directs water works construction projects;  
May read meters, prepares and collect bills;  
Coordinates bureau activities with the work of other public works departments and outside agencies.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles of hydraulics as related to water distribution systems;  
Thorough knowledge of tools, equipment and terminology employed in water distribution systems;  
Ability to read meters and make simple computation;  
Ability to read blueprints;  
Ability to plan and lay out the work of others;  
Ability to follow oral and written directions;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and 1 year of operating experience at a water treatment plant.

**SPECIAL REQUIREMENT:** Successful completion of the grade II B water treatment operator course is required within 1 year of appointment.