

Jurisdictional Class: Competitive  
Adopted: December 8, 1978  
Revised: August 20, 2010

**WATER AND WASTEWATER MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This work involves overseeing and performing routine installation and maintenance of a water distribution and wastewater collection system. Under the general supervision of an administrator, a person in this position leads a crew of maintenance workers and laborers in the activities of the department in accordance with prescribed procedures. An incumbent may also be required to complete appropriate training to operate a water or wastewater treatment plant. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Supervises and participates in the maintenance, repair, and construction of water distribution systems, including mains, valves, hydrants, and services;  
Leads and participates in all aspects of water taps;  
Supervises and participates in the cleaning and repairing of sewer lines, manholes, and appurtenances;  
Leads and participates in all aspects of sewer tape;  
Insures that appropriate safety measures are observed in the performance of the various kinds of work;  
Investigates and determines the locations of water leaks and takes remedial action in such a way that affects a minimum of consumers;  
Collects water samples when necessary and fills out operation reports for the water systems;  
Keeps records of time and materials used on various jobs and reports to the supervisor;  
Operates and maintains related automotive equipment in the performance of duties;  
May participate in training to be licensed and operate a water and/or wastewater treatment plant;  
Reads, removes, and resets water meters in residences and business establishments.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of wastewater collection and water distribution system construction and maintenance procedures and practices;  
Good knowledge of the tools, terminology, procedures, equipment, and safety precautions used in the operation and maintenance of wastewater and water systems;  
Working knowledge of water and wastewater treatment plant operations;  
Ability to plan and supervise the work of others;  
Ability to understand and carry out oral and written instructions;  
Ability to read and interpret plans, blue prints, or specifications.

## Water and Wastewater Maintenance Supervisor

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Four (4) years of experience and/or training in the construction or maintenance of water or sewer lines, or as a plumber or steamfitter; or
- (b) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in engineering technology or related field and two (2) years of experience and/or training as outlined in (a) above; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**SPECIAL REQUIREMENTS:** Eligibility for an appropriate New York State Driver's license at time of application. Possession of license at time of appointment.

Prior to performing wastewater or water treatment plant operator duties, the incumbent must obtain the appropriate level license(s) designated for the plant(s).