

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 02/12/07

ASSISTANT WATER MAINTENANCE SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Mohawk Valley Water Authority, and is a responsible, supervisory, technical position which involves assisting with the over-all planning and supervision of the maintenance and extension of the municipal water system. The work is performed under general supervision, in accordance with established policies, and requires the exercise of independent judgment in carrying out the details of the work. The Assistant Water Maintenance Supervisor responds to emergency calls and acts for the Water Maintenance Supervisor in his/her absence. Supervision is exercised over subordinate maintenance personnel. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the installation and maintenance of water mains, valves, hydrants and related services;
Assigns crews to, and supervises, emergency repairs;
Assists in planning and coordinating the maintenance and extension of the water system;
Assists in deciding priority and method of work to be done;
Assists in evaluating special abilities of subordinates;
Assists in determining the amount of personnel, material and equipment necessary for the efficient economical completion of projects;
Supervises the maintenance of stock records, and the keeping of equipment and supplies in a state of readiness to meet emergencies.
Maintains a variety of records involving labor, material and equipment used on jobs and submits relativity reports;
Assists in preparing specifications and requisitions for material and equipment;
Investigates causes of leaks;
Acts for the Water Maintenance Supervisor in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the common practices, terminology, safety precautions, tools, materials and equipment used in the construction and repair of a municipal water system; good knowledge of the geography and geology of the municipal water system; working know-ledge of the basic principles of hydraulics relating to the municipal water system; demonstrated ability to lay out and supervise the work of others; ability to prepare routine diagrams, plans and sketches; ability to understand and carry out complex oral and written instructions; ability to maintain basic time and stock records and prepare related activity reports; ability to solve routine water system maintenance problems; initiative and resourcefulness; dependability; good judgment.

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MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of supervisory, technical experience in the construction and repair of a municipal water system; **OR**
- (B) Four (4) years of experience, as outlined in (A) above.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

Adopted: 1980's
Revised: 07/01/97, 02/12/07