

Civil Division: Towns
Jurisdictional Class: Competitive
EEO Category: Service/Maintenance
Revised: 03/03/06

SUPERINTENDENT OF SEWERS

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsible charge of the operation and maintenance of a sewer system, including administrative supervision of the business function of the department. Work is performed under the general administrative direction of the Town Board, with wide leeway for planning, directing and coordinating the work of the department. Supervision is exercised over the activities of subordinate employees. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises sewer department personnel;
Maintains records and other administrative duties related to this position;
Formulates improvements to administrative and personnel functions, preventative maintenance program, maps, etc.;
Submits and maintains the budget of the sewer department and all its related districts;
May supervise the maintenance and extension of storm and sanitary sewers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles and procedures of large scale maintenance practices; thorough knowledge of tools, equipment, operating practices and terminology employed in sewer construction and maintenance activities; ability to plan and supervise the work of a large number of employees, such as sewer maintenance workers and laborers; mechanical aptitude; industrious; alertness and dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in construction, landscaping or similar field – at least two (2) years of which shall have involved responsible supervisory experience; **OR**
- (B) Six (6) years of experience in construction, landscaping or similar field – at least three (3) years of which shall have involved responsible supervisory experience.

Adopted: 11/23/93
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