

ASSISTANT WATER MAINTENANCE SUPERVISOR  
(CITY OF GENEVA)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for directing and participating in the installation, maintenance and repair of water mains, water services, fire hydrants and valves and enforcing New York State Department of Health programs. Work is performed under the general supervision of the Water Maintenance Supervisor with considerable leeway for the use of independent judgment in planning and supervising daily activities. Supervision is exercised over all employees in the Water Maintenance Division. In the absence of the Water Maintenance Supervisor is responsible for the Water Maintenance Division. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists Supervisor in direction of crews involved in installation, maintenance, replacement and repair of water mains, services, valves and fire hydrants;  
Plans, directs and participates with work crews as assigned involved in water main repairs, installation and tapping water mains, fire hydrants and valves;  
Participates and directs crews in the location and repair of leaks in water mains and services;  
Locates water mains and services using maps and electronic sensing devices;  
Inspects water service installation by private contractors for eventual dedication to the City;  
Responds to emergency repair calls and directs repairs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the practices, tools and equipment used in the construction, maintenance and repair of water mains, meters, valves and fire hydrants; good knowledge of the principles of hydraulics as they related to water distribution systems; working knowledge of various drafting techniques; ability to read and work from plans and sketches; ability to plan and supervise the work of others; ability to understand and carry out oral and written directions; ability to maintain simple records; mechanical aptitude; willingness to be on call and responds to emergency situations; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Three years of experience in the constructions, maintenance and repair of a water distribution system.

SPECIAL REQUIREMENTS: Eligibility for a Grade D Water Distribution Systems operator certificate issued under the provisions of the New York State Sanitary Code. Possession of the certificate is required at the time of appointment.

REVISED: MAY 25, 2001

CIVIL SERVICE CLASSIFICATION: COMPETITIVE