Village of Coxsackie  
**WATER SUPERINTENDENT**

**SALARY RANGE:** $55,000-$65,000-commensurate with experience and certifications

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the water supply system; does related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an important supervisory position involving responsibility for maintaining a continuous supply of water. Employees in this class lead in the construction, repair, and maintenance of a water distribution system. The supervision of several laborers may be entailed. The work is performed under administrative direction. Immediate supervision is exercised over all activities of the department.

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

Makes frequent inspections of filter 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, service pipes to consumers’ premises;

Plans for future water supply, taking into considerations 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 managements activities of the department;

Directs water works construction projects;

Reads meters;

Coordinates bureau activities with the work of other public works departments and various outside agencies;

And other tasks as assigned by the Village board.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISITICS:**

Reasonably 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 computations; Ability to read blueprints; Ability to plan and lay out work of others; Ability to follow oral and written directions.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Some experience in the operation and maintenance of a public water supply system or related activities part of which preferably may have been in a supervisory capacity, and completion of a standard high school course; or any equivalent combination of training and experience sufficient to indicate ability to do the work activities.

**SPECIAL REQUIREMENT FOR THE ACCEPTANCE OF APPLICATIONS:** Unless a provision is made by a municipality for an additional position of Filter Plant Operator, the possession of a valid certificate for the appropriate grade operator of a public water treatment and purification plant issued by the State of New York is required.