

**DEPARTMENT:** NORTH TONAWANDA WATER DEPARTMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** OCTOBER 26, 2017

**ASSISTANT WATER MAINTENANCE SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting in the supervision of the maintenance, repair, extension and operation of the municipal water distribution system. An employee in this class is responsible for overseeing all fieldwork on the water distribution system, in addition to maintaining an inventory of supplies and equipment and preparing maintenance reports. The work is performed under the general supervision of the Water Distribution Maintenance Supervisor. An employee in this position performs the duties and exercises all the authority of the Water Distribution Maintenance Supervisor in his absence. Direct supervision is exercised over the work of all subordinate maintenance personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in the installation of water lines according to plans, drawings, blueprints and sketches;
2. Supervises and participates in the installation and repair of hydrants;
3. Oversees the repair and extension of water lines, and ensures that proper safety precautions are followed;
4. Conducts investigations regarding the source and nature of leaks;
5. Oversees the tapping of water mains for residential services;
6. Makes minor changes in working plans when conditions require;
7. Operates motor vehicles, backhoe, jackhammer and other equipment;
8. Keeps time records for all departmental personnel;
9. Answers customers' complaints regarding malfunctioning or damaged meters;
10. Prepares and maintains records on all meters and water line taps;
11. Maintains an inventory of all supplies and equipment;
12. Responds at all times to emergency calls.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Through knowledge of the common practices, tools, terminology and equipment involved in the construction, maintenance and repair of a municipal water distribution system; good knowledge of the safety precautions exercised in such work; good knowledge of the principles of hydraulics as they relate to water distribution systems; good knowledge of the principles and practices involved in the construction of water distribution systems; ability to work from plans and sketches; ability to plan and supervise the work of others; ability to operate moderately complex motor equipment; ability to understand and carry out oral and written instructions; mechanical aptitude; willingness to respond to emergency situations; physical condition commensurate with the demands of the position.

**SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Three (3) years of permanent non-competitive status as a Senior Water Maintenance Worker in the North Tonawanda Water Department.

**MINIMUM QUALIFICATIONS:** Five (5) years of experience in plumbing or in the maintenance of water or sewer distribution lines.

**SPECIAL REQUIREMENT:**

1. Possession of the appropriate Federal and State Motor Vehicle Operator licenses at time of appointment.
2. Possession of a Grade D Water Distribution System Operator Certificate issued under provisions of the New York State Sanitary at time of appointment.