

## **WATER MAINTENANCE SUPERVISOR (WMS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory work involving the responsibility for planning, scheduling and supervising the daily work of crews involved in the maintenance, repair and construction of a water distribution system. Work is performed under the general direction of the Water Distribution Supervisor. Work is reviewed in progress and upon completion. The WMS supervises and outlines work for subordinates in considerable detail and maintains a constant check of work in progress. The WMS must be available for emergency repairs at all times. Supervision is exercised over the work of subordinate maintenance personnel and the WMS will do related work as required by the water distribution supervisor.

### **TYPICAL WORK ACTIVITIES** (illustrative only):

Plans, supervises and participates in the coordination and direction of employees, material and equipment involved in the construction and repair of hydrants, valves, water mains, and water services (as well as the collection system and district heat system as required) in a safe, economical and acceptable manner;

Supervises the opening and closing of trenches and resurfacing of streets and roadways;

Supervises the placing of proper warning devices and barricades at all work sites;

Contacts personnel of other county and city departments to determine the location of their underground equipment and exchanges information to gain the cooperation in construction and repair projects as necessary;

Contacts customers to inform them of necessary interruptions of service and digging on their property in a courteous manner to maintain positive customer relations;

Instructs and trains subordinates in the techniques and skills necessary to perform their assignments; prepares time and material reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the tools, terminology, principles and practices involved in maintenance, repair and construction of water distribution systems; good knowledge of the techniques and mechanics used in underground plumbing; good knowledge of safety precautions and practices used in the maintenance, repair, and construction of water distribution systems; working knowledge of the principles of hydraulics as they relate to water distribution; ability to plan and supervise the work of others; ability to follow oral and written directions; ability to prepare records and written reports; ability to get along well with others; tact; good judgment; physical condition commensurate with the demands of the job.

### **MINIMUM QUALIFICATIONS:** Either:

1. Graduation from high school or possession of a high school equivalency diploma and three years of experience in the construction field, repair/maintenance of water distribution systems; or
2. Any equivalent combination of training and experience as described above.

Additional education, including a two or a four year technical degree, and construction/union/supervision experience is preferred.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Class B driver's license; possession of license at time of appointment.