

Water and Sewer Maintenance Supervisor (NCP Description) Tompkins County

Department: Town of Ithaca

Classification: Competitive

Labor Grade: P

Approved: TB 1995

Revised: 7/01; 04/05; 2/16; 6/20; 6/2026

By: HB, Deputy Commissioner of Human Resources

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a non-competitive promotion situation in accordance with Section 52-7 of the New York State Civil Service law. The candidate nominated by their appointing authority must currently hold, and have continuously held, at least six months of permanent competitive class status in a lower title.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid New York State driver's license and clear driving record for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

This is an important supervisory and technical position involving responsibility for the safe and efficient operation and maintenance of the Town's Water and Sewer systems. The work involves planning and maintaining current and future water and sewer infrastructure system. Work is performed under the general supervision of the Director of Public Works or Highway Superintendent depending on municipality, with leeway allowed for the exercise independent judgment in carrying out work activities. Department activities are a coordinated effort between the management team of the Deputy Town Highway Superintendent, Water/Sewer Maintenance Supervisor, Parks Maintenance Manager. Considerable coordination with Engineering and intermunicipal infrastructure agencies is also required. The employee will supervise the work of subordinate staff and work crews. Responsiveness to Town constituents during emergencies and is available being "on call" status 24 hours a day, seven days a week.

TYPICAL WORK ACTIVITIES:

- Assists Director or Superintendent in the planning and coordination of operations of the Department;
- Oversees the construction and maintenance of the water and sewer maintenance program including oversight of a direct crew, schedules, implementation measures and cost estimates;
- Coordinates with Deputy Town Highway Superintendent and Parks Maintenance Manager on daily staff assignments and overall work load of the Department;
- Coordinates with Engineering regarding town water and sewer infrastructure maintenance and capital improvements making recommendations on improvements and changes to infrastructure and facilities;
- Coordinates with Engineering for services by technician staff including overseeing the Town's infrastructure as related to Dig Safely NY – Code Rule 753 and the protection of underground facilities, A.K.A.-performing utility mark outs;
- Coordinates budgeting and maintenance scheduled with the associated staff at Bolton Point Water System;
- Coordinates with surrounding municipalities to coordinate operations and maintenance according to the associated contracts;
- Works in conjunction with the Engineering, Bolton Point and private contractors to coordinate utility system improvements, tie ins and terminations;
- Performs development reviews of projects proposed in the town and makes recommendations regarding water and sewer infrastructure, in conjunction with Engineering;
- Supervises the work of subordinate personnel, planning, assigning and reviewing work, makes staffing recommendations and assisting with performance review program;
- Aides in the development and implementation of department policies and procedures;
- Monitors construction and maintains budget to track expenditures;

- Prepares reports, keeps daily logs of projects, and tracks program costs for the Director
- Prepares Federal and State documentation relative to operation, maintenance and failures of the sewer collection and water distribution system and other related records and reports as required;
- Assists the Director or Superintendent with the annual budget process;
- Aides in the coordination of joint projects with other departments, governments, residents and agencies;
- Maintains an inventory of supplies and equipment, and makes purchases as needed;
- Responds to constituents inquires relating to water and sewer, and all related maintenance;
- Provides leadership in maintaining good and effective public relations;
- Provides technical assistance to Town Board, Town staff, other municipal boards, commissions, committees, officials and staff;
- May represent the Department at meetings with staff and officials from other municipalities, outside agencies and residents;
- Reviews invoices regarding water and sewer received from municipal entities to ensure accuracy prior to payment;
- Ensures compliance of Confined Space program and coordinates annual safety training;
- Keeps aware of safety procedures and/or potential safety hazards and relays them to the crew;
- Assists in the management of department records, documents and equipment;
- Available for 24 hour / 365 emergency response and coordination of emergency response situations.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the practices, methods, tools and terminology in the construction and maintenance of water and sewer systems;
- Thorough knowledge of various residential, commercial and industrial plumbing systems;
- Possesses a detailed knowledge of the town's water and sewer systems;
- Good knowledge of construction practices and safety procedures;
- Ability to read and understand engineered construction drawings and specifications;
- Ability to plan, train, organize and supervise the work of others;
- Ability to lead and supervise the operation of pumps, valves and related mechanical, electrical, instrumentation and control equipment;
- Ability to lead and coordinate regular and emergency repair and maintenance operations;
- Ability to understand, administer, and assist in the enforcement of federal, state and local codes and standards such as plumbing codes and water industry standards and local laws;
- Ability to operate computers for administrative and operational purposes;
- Must possess a mechanical aptitude and the knowledge and skills necessary to make repairs to system;
- Ability to communicate effectively by being clear and concise, both orally and in writing;
- Ability to apply good judgment and be accurate with all work products;
- Willingness to keep up-to-date and continuously improve knowledge and performance;
- Committed to a team approach to problem-solving;
- Ability to accurately create legible records;
- Ability to meet deadlines while performing in an unsupervised atmosphere;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- Performs duties in a cooperative, courteous and professional manner;
- Possesses good oral and written communication skills;
- Alert, observant, reliable, and dependable;
- Must maintain a neat and presentable appearance appropriate for the position;
- Must practice safe driving and work habits;
- Ability to get along with others utilizing tact and courtesy;
- The employee's physical condition shall be commensurate with the demands of the position, including the ability to routinely lift and handle weights up to 50 pounds.

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