

# Water and Sewer Systems Supervisor Tompkins County

**Department:** Town of Newfield

**Classification:** Competitive

**Approved:** 2/2026

**By:** HB, Deputy Commissioner of Human Resources

## **Minimum Qualifications:**

1. Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in water/wastewater technology, environmental science, engineering technology, physical sciences, chemistry, biology, life sciences or a related field; OR
2. Graduation from High School and two years of experience working for a public works department in which the employee worked directly with water and/or sewer distribution, applicable military experience that involved working in water treatment and/or distribution, or experience working in a laboratory or in a health or environmental sciences field; OR
3. Any combination of training and experience equal to or greater than that specified in A) or B) above.

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

## **Special Requirements:**

A valid New York State driver's license, class D at the time of application and maintain such license throughout the duration of employment.

Possession of a Grade B, and/or Grade D Water System Operator Certification within one year of employment. Maintenance of such license is required for the duration of employment.

Possession of a Grade 1 Wastewater Treatment Plant Operator Certification as required by the NYS DEC within one year. Maintenance of such a license if required for the duration of employment.

## **Distinguishing Features of the Class:**

This position is responsible for customer service, water/sewer system maintenance and repair, inspections, local law compliance evaluation, meter reading and record keeping functions of the Town of Newfield Water and Sewer Districts. The incumbent is responsible for the safe and efficient operation and maintenance of the Town's water and sewer systems. The incumbent will work under the general direction of the Town Supervisor as directed by the Newfield Town Board. Incumbent will coordinate closely with the Town of Newfield Highway Superintendent. Supervision may be exercised over the work of employees or contractors assigned to perform water and sewer construction and maintenance activities. Performs other duties as assigned.

## **Typical Work Activities:**

- Operates pumps, valves, motors and related machinery and equipment;
- Performs maintenance work and makes repairs to machinery and equipment including, but not limited to, pumps, valves, pipes, etc.;
- Records readings of meters, gauges, and scales;
- Performs routine flow monitoring of the sewer system with special attention to stormwater infiltration;
- Inspects and monitors pump stations and plant facilities;
- Regulates and adjusts chlorinators;
- Washes filter beds and settling basins;
- Takes samples of water for testing;
- Makes necessary tests for control of plant operations;
- Keeps a log of plant operations and related records;
- Performs water meter readings and tracks water usage trends;
- Prepares all required reports, including annual Water Quality Report;
- Manages budgets and purchasing for the Water and Sewer Districts;
- Responds to resident concerns and complaints, performing on-call duties as needed, responding to system emergencies after hours and weekends;
- Works closely with the Town Code Enforcement Officer to address identified noncompliance with Town Sewer Ordinance;
- Performs a variety of custodial and maintenance duties in connection with the maintenance of buildings and grounds;
- Update and maintain digital mapping of water/sewer systems;
- Available for emergency response as an essential staff member;
- Follows safety rules, general work habit regulations, and workplace expectations;
- Assists other departments with various tasks as needed.

**Knowledge, Skills, Abilities and Personal Characteristics:**

- Good knowledge of the practices used and equipment required in the operation and maintenance of the Town of Newfield water and sewer systems;
- Working knowledge of the principles and application of physics, chemistry, and bacteriology as they relate to water purification;
- Skill in the operation and repair of pumps, valves, and related mechanical and electrical equipment in regard to both water and sewer operations;
- Ability to read, understand, and record data from gauges, scales and meters;
- Ability to make routine laboratory and field tests for control of plan operations;
- Ability to operate computers and related technology for administrative and operational purposes;
- Ability to maintain accurate records and prepare written reports;
- Ability to work independently and prioritize tasks;
- Ability to supervise others performing water and sewer construction and/or maintenance activities;
- Mechanical aptitude, alertness, and dependability are required;
- Must be customer service oriented with an ability to maintain interpersonal relationships;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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