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## **VACANCY FOR ASSISTANT WATER & SEWER SUPERINTENDENT**

**Salary: Commensurate with experience**

The City of Peekskill, located in Westchester County, is seeking a full-time Assistant Water & Sewer Superintendent. This position assists in directing the overall operation and technical activities of the City's water and sewer system in compliance with federal, state, and local regulations. Please see the attached job description for a complete list of duties and responsibilities.

Please submit a Letter of Interest, Resume and completed City of Peekskill Employment application to the City of Peekskill Human Resources Department, 840 Main Street, Peekskill, NY 10566. You may also submit this material via e-mail ([jduncan@cityofpeekskill.com](mailto:jduncan@cityofpeekskill.com)). Employment Applications can be obtained from the Human Resources Office or the City's website [www.cityofpeekskill.com](http://www.cityofpeekskill.com) (Human Resources Department). There are no residency requirements to participate in the application process, but preference in appointment may be given to qualified candidates that have been City of Peekskill residents for at least 30 days prior to the effective date of appointment.

The City of Peekskill is an Equal Opportunity Employer.

**Applications will be accepted until the position is filled**



**CITY OF PEEKSKILL  
JOB DESCRIPTION**

<i>Job Title:</i>	<b>Assistant Water and Sewer Superintendent</b>	<i>Department:</i>	<b>Water &amp; Sewer</b>
<i>Position Number:</i>		<i>Department Number:</i>	
<i>Reports to:</i>	<b>Water and Sewer Superintendent</b>	<i>Civil Service Classification:</i>	<b>Competitive</b>
<i>Prepared by:</i>	<b>Public Sector HR Consultants LLC May 2011</b>	<i>Employment Status:</i>	<b>Full-Time</b>
		<i>FLSA Status:</i>	<b>Exempt</b>

**JOB SUMMARY**

Assist in directing the overall operation and technical activities of the City's water and sewer system in compliance with federal, state, and local regulations. Assist in establishing and implementing processes to protect public health throughout the system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Coordinate, direct and troubleshoot in the operation, installation, maintenance and repair of a large water treatment facility, water distribution system, fire hydrants, raw water pumps, sewer lift stations, etc.
- Procure materials, parts, and supplies and maintain adequate inventory to ensure efficient operation of the water and sewer system. Monitor department purchasing and prepare specifications for competitive bid process.
- Monitor and prepare the annual division-level operating budgets and supervise cost and budget requests. Review, monitor and adjust overtime and payroll.
- Respond to and investigate water main breaks, sewer backups, low lift and sewer pump station alarms, watershed issues and other emergencies during and beyond normal business hours. Resolve technical issues, address public relations concerns, and consumer complaints.
- Review engineering designs for facility and system modifications, review plans for proposed projects, and ensure compliance with applicable building codes, Health Department regulations, and Ten State Standards. Coordinate and monitor work by engineers, contractors, and consultants for bid specifications and compliance.
- Prepare annual reports for regulatory agencies such as the Westchester County Health Department and New York State Department of Environmental Conservation. Monitor, document, and report on system performance including water quality, process control, and regulatory compliance parameters.
- Develop, coordinate, and author policies, procedures, and programs relating to the implementation of system operations according to city ordinances, state, and federal regulations. Assist with development and participate in staff training programs and personnel decision including hiring, training, employee evaluation, promotional selection, leave approval, and disciplinary actions.
- Serve as a liaison to other organizations, municipalities, industry and communities. Represent the city's interests at public meetings, hearings, and workshops.

**MANAGEMENT/SUPERVISORY JOB DUTIES** include, but are not limited to, the following.

- Oversee and manage the Department's assigned division/section.
- Oversee the management and supervision of assigned employees, including administering the City and Department rules, policies and procedures.
- Ensure that assigned employees are properly orientated and trained thereby ensuring that the City's organizational philosophy is understood and properly carried out within the Department.
- Ensure that the performance of assigned employees is monitored through written evaluations.
- Ensure that assigned employees have acceptable attendance records and that such attendance is monitored on a monthly basis.
- Ensure that there exists an on-going communication with the Water and Sewer Superintendent and within the City organization. This includes creating a flow of information within the Department as well as within all City

Departments. In addition, information must flow from the Department to various external entities. Ensure that the City's communication policy is carried out internally and externally.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises the Chief Water Treatment Plant Operator, Foreman, Watershed Inspector, Water & Sewer Maintenance Worker(s), and Senior Office Assistant. Has general supervisory authority over the Water & Sewer Maintenance Mechanic (Utility), Water Treatment Plant Operators and Laborers. Carries out supervisory responsibilities in accordance with the City's policies, procedures and applicable laws. Responsibilities include: making hiring recommendations; planning, scheduling and assigning work; instructing and training staff in proper work methods; reviewing and approving work; conducting performance evaluations; recommending salary adjustments and promotions; and making recommendations regarding unsatisfactory employees.

### **MINIMUM QUALIFICATIONS:**

*(As adopted by the Westchester County Human Resources Department)*

Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree in Engineering and one year of experience in the design, or maintenance and repair of pumps, engines, motors and mechanical equipment; or (b) five (5) years of experience in the design, or maintenance and repair of pumps, engines, motors, and mechanical equipment; or (c) a satisfactory equivalent combination of training and experience.

### **PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger or grasp, reach with hands and arms. The employee is frequently required to talk and hear. The employee is occasionally required to stand and walk.

The physical requirements of this position also require the ability to exert up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or regularly to move objects.

### **ENVIRONMENTAL CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly exposed to inside and outside environmental conditions. The employee is occasionally exposed to extreme heat and extreme cold.

### **EMPLOYER'S DISCLAIMER:**

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the applicable Department Head/supervisor and/or City Manager.
- This job description is intended for the internal use by the City of Peekskill and does not replace the job specification that has been adopted by the Westchester County Human Resources Department.
- This job description does not create a contract of employment, express or implied.